

Agenda  
Athens Regional Library Board  
January 21, 2010

Call to Order

Approve minutes of the Oct.15, 2009 meeting.

Public Comment. [5 minutes limit]

Adopt Agenda.

Financial Report.

Regional Reports.

Director's Report.

Unfinished Business.

Financial Policy – Janet Stratton & Maime Simonds

Review of Problem Behavior Manual – Judy Atwood

New Business.

Approve contracts from Ponder & Ponder for Royston & Madison County Policy Committee

- Passport policy
- FMLA Military amendments
- Computer Use policy
- Technology Plan
- Social Media policy

Appoint Fran Lane as At-Large Representative to Executive Board  
replacing Bill Prokasy

Other Business.

Adjourn.

Announcements:

Georgia Library Legislative Day: Thursday, Feb 25.

Next Meeting April 15, 2010 at 3:30 PM

## ATHENS REGIONAL LIBRARY Minutes October 15, 2009 Meeting

Meeting was called to order by Chairman, Mr. Greg Jones (Oglethorpe County) at 3:30 PM. Present were, Mr. Bowns and Mr. Miller (Franklin County); Mr. Gresham, Mr. Shapiro (Oglethorpe); Ms. Stratton and Mr. Zimmerman and Ms. Vernon (Oconee County); Ms. Lane, Ms. Dunn and Mr. Timmons (Athens-Clarke County); Mr. Gresham, Ms. Booth, Mr. Moak (Madison County). Mr. Nale (Madison County) and Ms. Crawford (Franklin) were absent. Staff present were Mrs. Ames, Mrs. Simonds and Mr. Katzman, who recorded the minutes.

The minutes of July 16, 2009 board meeting were unanimously approved on a motion from Mr. Timmons and a second from Mr. Moak. There was no public comment. The agenda was unanimously adopted.

### Financial Report

Ms. Simonds reported that our materials budget had been reduced by \$88,439. She said that we are almost at 25%, she said. Expenditures totaled 23.66%. Professional fees are at 93.99%. Outside grants totaled \$141,980. She pointed out the list of the grants on the handout. She noted that our State materials grant has been reduced from 40 cents per capita to 16 cents per capita and said that it was broken down by each county on the handout. Ms. Simonds called attention to the handout listing Outside Grants—including the FINRA Gates Foundation “Money Matters,” and Project Horizon Storytelling grant—which totaled \$141,980.00. She called attention to the handout of the State Materials Grant and Population Figures FY2009 and FY2010, noting the decline from 40 cents per capita to 16 cents per capita.

### Board Development

Mr. Moak gave the PowerPoint presentation that he did for the County Commissioners. In the presentation he gave a capsule summary of the Madison County Library. There were statistics comparing fiscal years 2005-2009 showing increases in attendance (232.36%), Circulation (55.74%), Reference Questions (690.86%, and Computer Use (110.00%). He spoke of the PINES System and its interweaving presence throughout Georgia. The staff and Trustees of the Madison County Library were listed. He then spoke of the new construction proposed at the library, with a projected cost of \$2.1 million, and where the money would come from (GPLS grant, SPLOST, private funds). He then broke down the projected disbursements specifically, as well as mention the design considerations, and the projects connection and benefits to the community. He concluded with a Timeline of the entire process, from May 2009 when the building program was approved, until Feb 14, 2012, when the project would be complete.

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## **Regional Reports**

### **Athens-Clarke:**

Ms. Dunn spoke of two policy issues: the new Meeting Room policy which was adopted and now allows materials to be sold by the performer/artist under specific guidelines as well as the new \$5 Proctoring fee that is in place for 1 year then will be reviewed. She said that the building was on target and soon the contract would go out for bids. The Friend's sponsored Café Au Libris was a huge success with over 200 attending. She reported that the Friends are trying to expand membership and their newsletter will now be on the library's webpage. They have given \$18,000 to the library towards materials and programs, she said. She mentioned the User Survey and the fact that everyone at the Farmer's Market had a library card. Hank Klibanoff will be here speaking on October 25, she said, sponsored by the Georgia Center for the Book. She said that more staff was needed at Pinewoods so that there were two people there at all times.

### **Oconee:**

Ms. Stratton said that Alice Vernon would be leaving both the local and regional the Boards. She reported that Jackie Elsner is now the full-time Branch Manager at Oconee and they have filled three positions there since July. She said that Jackie has been making two visits a month to Bogart, which they are taking advantage of, and that their numbers are up. She mentioned since the flooding in the Summer of 2008 the county has built up the area around the library so it won't happen again. Both Oconee and Bogart are now "smoke-free" campuses "per Library Board," not the county. SShe spoke of the User Survey and also the Friends book sale which netted \$12,000. She has been making two visits a month to Bogart, she said, and there numbers are up. Mr. Zimmerman displayed his African artifacts in the display cases at Oconee.

### **Oglethorpe:**

Mr. Gresham announced that Branch Manager Jan Burroughs would be leaving in December as well as their Friends President. There was an upcoming Friends book sale in November, he said. All of our statistics were up—programs, computers, attendance.

### **Franklin:**

Mr. Bowns reported that both circulation and attendance were up, and Summer Reading was up 4% from last year. Four architects were interviewed for the Royston construction and Ponder & Ponder was chosen. A structural study has been done. He said the 21<sup>st</sup> Century grant is in limbo. Lavonia Friends had a good fundraising with their Fun Run raising \$1800 on tee shirts.

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**Madison:**

Mr. Moak said that their patron count was up but circulation was flat. Computer use was up and reference activities were the same. They had a number of adult activities as well as a pajama story time, and held a bluegrass concert which was well attended. The Friends Booksale raised \$4200, and they hold 2 a year. He said that Suzie DeGrasse graduates in December from her Masters program. Suzie told him that patrons are not coming into the library because of their overdue fines. Ms. Dunn mentioned having a "day of forgiveness."

In her Director's report, Mrs. Ames mentioned the handout which showed that we have a 3% reduction in health insurance. She said that State materials grant, now at 16 cents per capita, may become even lower. The handout also shows that we have 10,000 overdue books. She said that she would rather have the books than the fines. And she pointed out the statistic that we are borrowing three times more than we are loaning. The firm of Ponder and Ponder from Duluth was selected for the Royston and Madison County projects after the RFQ proposals were reviewed, she reported. The design for the projects should begin in January. Kim James is our new Children's Specialist, she said. And the search for a new Branch Manager at Oglethorpe has begun, with Jan Burroughs taking a position at Elbert County Library in December. She mentioned the Friends of the Library Workshop with Peter Pearson in November. Mrs. Ames thanked Dr. Prokasy for his years of service, as he is stepping down from the Board. There is a new book in the collection in his honor about the National Parks.

**Unfinished Business**

Financial Policies – Ms. Stratton addressed the last audit which signaled that we need to work on some policies in the Business Office. This is being worked on and there will be a report at the next meeting.

FY2009 Audit will be in November. Ms. Simonds said that she attended an audit workshop given by Traci Arner to prepare for this.

**New Business**

1. The Problem Behavior Manual is being reviewed by the Policy Committee and the entire Regional Board. It will be discussed and voted on at the next meeting.
2. The Board approved recommendation from Franklin County for Architect Selection, contract negotiation, by a motion from Ms. Dunn and second by Mr. Moak.
3. The Board approved recommendation from Madison County Library for architect selection, contract negotiation, by a motion from Mr. Prokasy and a

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second by Mr. Bowns.

4. The Board approved funds for schematic design for Madison and Royston libraries; to be reimbursed to region once state funds are available (up to \$35,000 per project), by a motion by Mr. Timmons and a second by Ms. Lane.

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5. The Board agreed to delegate authority to local boards to review plans, make changes as needed, and bring information to Regional Board, by a motion from Ms. Stratton and a second by Mr. Moak.

#### Other Business

The 2010 Holiday schedule was presented and approved by a motion from Ms. Booth and a second by Mr. Prokasy.

Mrs. Ames wanted the Board to be aware of a legislative issue (blue sheet) section 20-5-4, GA Code, Annotated. It's subtext impacts the cost of operating library systems.

Mrs. Ames mentioned Staff Development Day on October 22 and invited Board members to attend. She also mentioned that a user survey about why people don't use the library is underway and she will report on this at the next meeting.

The meeting was adjourned at 5:15 PM following the announcement that the next meeting is on January 21, 2010.

**FY2010**  
**Athens Regional Library**  
**July 1, 2009 through December 31, 2009**

<b><u>Revenue:</u></b>	<b>Budget Amount</b>	<b>Amount Received</b>	<b>Balance</b>	<b>% of Budget Received</b>
<i><u>Regional:</u></i>				
Outreach	107,400.00	53,700.00	53,700.00	50.00%
Interest	4,000.00	1,978.07	2,021.93	49.45%
Carry over from FY09	4,752.00	-	4,752.00	0.00%
Lost Book Charges		4,096.21	(4,096.21)	
Personnel	661,255.57	330,627.79	330,627.79	50.00%
Materials*	41,468.97	20,734.49	20,734.49	50.00%
System Services Grant	143,959.62	71,979.81	71,979.81	50.00%
Special Needs Learning Center	131,091.20	65,545.60	479,719.80	50.00%
	<b><u>1,093,927.36</u></b>	<b><u>548,661.96</u></b>	<b><u>959,439.60</u></b>	<b><u>50.16%</u></b>

\*Includes a total reduction of \$88,439.67

<i><u>Athens-Clarke County:</u></i>				
Board of Commissioners	1,676,219.00	838,109.50	838,109.50	50.00%
City of Winterville	18,000.00	-	18,000.00	0.00%
Fines and Fees	88,075.00	45,072.62	43,002.38	51.18%
Outside Revenues	66,025.00	-	66,025.00	0.00%
Interest	6,000.00	2,945.11	3,054.89	49.09%
Totals	<b><u>1,854,319.00</u></b>	<b><u>886,127.23</u></b>	<b><u>968,191.77</u></b>	<b><u>47.79%</u></b>

<i><u>Franklin County:</u></i>				
Board of Commissioners	32,452.60	15,000.00	17,452.60	46.22%
Board of Education	27,000.00	-	27,000.00	0.00%
Cities of Lavonia, Royston, Canon	-		-	
Carnesville & Franklin Springs	30,950.00	8,750.00	22,200.00	28.27%
Transfer from Reserve	1,090.54	545.27	545.27	
Fines and Fees	8,500.00	6,023.68	2,476.32	70.87%
Totals	<b><u>99,993.14</u></b>	<b><u>30,318.95</u></b>	<b><u>69,674.19</u></b>	<b><u>30.32%</u></b>

<i><u>Madison County:</u></i>				
Board of Commissioners	173,015.00	86,507.50	86,507.50	50.00%
Fines, Fees and Copy Machines	11,000.00	6,012.32	4,987.68	54.66%
Totals	<b><u>184,015.00</u></b>	<b><u>92,519.82</u></b>	<b><u>91,495.18</u></b>	<b><u>50.28%</u></b>

Athens Regional Library  
July 1, 2009 through December 31, 2009

<i>Revenue:</i>	<b>Budget Amount</b>	<b>Amount Received</b>	<b>Balance</b>	<b>% of Budget Received</b>
<i>Oconee County:</i>				
Board of Commissioners	395,336.00	197,668.00	197,668.00	50.00%
Board of Education	20,000.00	-	20,000.00	0.00%
City of Watkinsville	11,000.00	13,500.00	(2,500.00)	122.73%
City of Bogart	6,000.00	-	6,000.00	0.00%
Fines and Fees	29,000.00	18,005.03	10,994.97	62.09%
Totals	<u>461,336.00</u>	<u>229,173.03</u>	<u>232,162.97</u>	<u>49.68%</u>
<i>Oglethorpe County:</i>				
Board of Commissioners	55,781.00	27,890.50	27,890.50	50.00%
Board of Education	15,000.00	-	15,000.00	0.00%
City of Maxeys	200.00	-	200.00	0.00%
City of Crawford	500.00	-	500.00	0.00%
City of Arnoldsburg	500.00	-	500.00	0.00%
City of Lexington	500.00	-	500.00	0.00%
Fines, Fees and Copy Mone	8,500.00	5,639.05	2,860.95	66.34%
Meeting Room	300.00	135.00	165.00	45.00%
Transfer from Reserve	6,402.55	3,201.28	3,201.28	50.00%
Totals	<u>87,683.55</u>	<u>36,865.83</u>	<u>50,817.73</u>	<u>42.04%</u>
<b>GRAND TOTALS</b>	<b><u>3,781,274.05</u></b>	<b><u>1,823,666.82</u></b>	<b><u>1,957,607.24</u></b>	<b><u>48.23%</u></b>

**FY2010**  
**Athens Regional Library**  
**July 1, 2009 through December 31, 2009**

<i>Expenditures:</i>	<u>Budget Amount</u>	<u>Amount Expended</u>	<u>Balance</u>	<u>% of Budget Expended</u>
<i><u>Franklin County:</u></i>				
Outreach	15,000.00	7,500.00	7,500.00	50.00%
Personnel	75,218.14	39,768.28	35,449.86	52.87%
Operating Expenses	<u>9,775.00</u>	<u>2,509.21</u>	<u>7,265.79</u>	<u>25.67%</u>
Totals	<u>99,993.14</u>	<u>49,777.49</u>	<u>50,215.65</u>	<u>49.78%</u>
<i><u>Madison County:</u></i>				
Outreach	14,900.00	7,450.00	7,450.00	50.00%
Personnel	136,881.00	66,440.50	70,440.50	48.54%
Operating Expenses	<u>32,234.00</u>	<u>16,012.24</u>	<u>16,221.76</u>	<u>49.68%</u>
Totals	<u>184,015.00</u>	<u>89,902.74</u>	<u>94,112.26</u>	<u>48.86%</u>
<i><u>Oconee County:</u></i>				
Outreach	23,000.00	11,500.00	11,500.00	50.00%
Personnel	401,894.00	199,440.34	202,453.66	49.63%
Operating Expenses	<u>36,442.00</u>	<u>12,837.76</u>	<u>23,604.24</u>	<u>35.23%</u>
Totals	<u>461,336.00</u>	<u>223,778.10</u>	<u>237,557.90</u>	<u>48.51%</u>
<i><u>Oglethorpe County:</u></i>				
Outreach	10,500.00	5,250.00	5,250.00	50.00%
Personnel	67,565.00	28,792.71	38,772.29	42.61%
Operating Expenses	<u>9,618.55</u>	<u>2,613.51</u>	<u>7,005.04</u>	<u>27.17%</u>
Totals	<u>87,683.55</u>	<u>36,656.22</u>	<u>51,027.33</u>	<u>41.81%</u>
<b>GRAND TOTALS</b>	<b><u>3,781,274.05</u></b>	<b><u>1,818,237.36</u></b>	<b><u>1,963,036.70</u></b>	<b><u>48.09%</u></b>

**Athens Regional Library**

**FY2010**

**July 1, 2009 through December 31, 2009**

<i>Expenditures:</i>	<b>Budget Amount</b>	<b>Amount Expended</b>	<b>Balance</b>	<b>% of Budget Expended</b>
<i><u>Regional:</u></i>				
Wages/Benefits Courier	8,055.81	4,237.68	3,818.13	52.60%
Vehicle Operating &Repairs	9,810.00	2,374.04	7,435.96	24.20%
Summer Reading Club	4,000.00	49.67	3,950.33	1.24%
Staff Development Day	1,500.00	1,225.12	274.88	81.67%
Debt Collection Service	15,000.00	7,023.45	7,976.55	46.82%
Workers Compensation	12,000.00	-	12,000.00	0.00%
Professional Fees	4,575.00	4,300.00	275.00	93.99%
Postage	7,000.00	3,075.00	3,925.00	43.93%
Travel	8,807.19	2,619.71	6,187.48	29.75%
Printing and Publicity	2,000.00	329.74	1,670.26	16.49%
Dues/Registration	2,000.00	1,062.00	938.00	53.10%
Computer Maintenance	2,420.00	-	2,420.00	0.00%
Insurance	17,142.00	-	17,142.00	0.00%
Supplies	21,842.00	3,039.56	18,802.44	13.92%
Personnel	661,255.57	330,627.79	330,627.79	50.00%
Materials	41,468.97	26,729.96	14,739.01	64.46%
System Services Grant	143,959.62	71,979.81	71,979.81	50.00%
Special Needs Learning Center	131,091.20	67,545.60	63,545.60	51.53%
Totals	<u>1,093,927.36</u>	<u>526,219.13</u>	<u>567,708.24</u>	<u>48.10%</u>
<i><u>Athens-Clarke County:</u></i>				
Outreach	44,000.00	22,000.00	22,000.00	50.00%
Personnel	1,563,423.00	774,729.55	788,693.45	49.55%
Operating Expenses	246,896.00	95,174.13	151,721.87	38.55%
Totals	<u>1,854,319.00</u>	<u>891,903.68</u>	<u>962,415.32</u>	<u>48.10%</u>

## Athens Regional Library Outside Grants FY2010

<b>Grantor</b>	<b>Grant Description</b>	<b>Amount</b>
Target	Materials Grant Children's Literature	3,000.00
ACCL Endowment	Materials Grant Children's Literature	15,000.00
Friends of the Athens-Clarke County Library	Wish List	18,100.00
FINRA Gates Foundation	"Money Matters" Grant	94,590.00
ALA Travel Grant	Travel to PLA	4,790.00
Grassroots Arts Grant	ACCL Grant "Art for Kids"	1,415.00
Grassroots Arts Grant	Oglethorpe Co. Library Grant "Art in the Rainforest"	882.71
Grassroots Arts Grant	Madison Co. Library Grant "The Good Life: Stories from Madison County"	1,400.00
National Endowment for the Humanities	Picturing America pictures for Pinewoods and ACCL	-
Nippon Foundation Grant	100 Books on Contemporary Japan	-
Athens Jewish Film Festival and ACCL Project	"Yiddish Theater: A Love Story" Film	-
E-RATE	Educational discount on telephone Grant	15,243.08
Clarke County School District	Project Horizons Storytelling Grant	6,500.00
<b>TOTAL</b>		<b><u>160,920.79</u></b>

MFS 10/14/09

### Grants Applied For

The Institute for Mexicans Abroad	IME- Beccas Fellowship Program	15,000.00
Federal Stimulus Program	Technology Grant	460,000.00
Institute of Museum and Library Science	Library Grant	275,000.00
National Endowment for the Humanities	"Picturing America" Grant	1,500.00
<b>TOTAL</b>		<b>751,500.00</b>

**Jan. 21, 2010**  
**Regional Director's Report**

The state budget is the major issue this month. The Board of Regents presented a budget proposal that included 12 library construction projects (including Madison County and Royston); the Governor's budget proposal eliminated all of them. The thinking was that we have gotten a lot of libraries in the past, so eliminating them this year wouldn't be so bad. Excuse me! These projects have been on the list for many years and have only now risen to the top! It is crucial that every trustee from every county contact our entire legislative delegation to support library construction. If we let these projects fall by the wayside, who knows what will happen when your project gets ready to build? Both projects have funds available locally; the cost of building is at the lowest it has been in some time; these projects will provide jobs! Please, drop a note or make a call to the legislators' offices and leave a message asking that our projects be restored.

The final quarter of calendar year 2009 was marked by the economic downturn. Professional positions have been frozen since July and the materials budget has declined significantly. I am so thankful for SPLOST in Clarke County and for local governmental support in our other counties! The 2011 budget from the state will include another reduction but no decision on how that will be taken has yet been made. We have one position that will likely be frozen when the incumbent retires at the end of March.

We continue to wait for information on the Federal Broadband Stimulus Grant. As you know, the Library made the Georgia short list for funding under the Federal Stimulus Grant, Broadband Access through Community Learning Centers. Our proposal was to establish six community learning centers in the region. So far, projects over \$1 million have been announced, but our proposal was only for \$460,000 and they haven't gotten to the smaller grants. Fingers are still crossed! Round 2 applications for this grant will be due in late February and I plan to modify the request, expand the locations and apply again.

Much of my activity this quarter has been "behind the scenes" working on grant proposals, meeting with Franklin and Madison County boards to select architects, welcoming a Chinese delegation of librarians and teachers, hosting the Digital Bookmobile, and working on policy issues. Judy Atwood and I traveled to Champaign, Illinois, to visit their new public library where they have used many of the same features that we expect to implement in the Athens building project including self-check out units, Radio Frequency Identification tagging, a materials handling unit that is amazing, and many other interesting features. They also combine technology and reference desks into one [which we plan to do] and have a huge audio-video collection. While serving much the same population as Athens, their circulation is about 200,000 higher annually. I would attribute this to their AV collection which is very popular.

The PR interns from UGA completed their study for the Athens Library Endowment, recommending that the Board undertake a chili cooking contest. The final

project for the class was a notebook full of ideas and suggestions. The Endowment is still struggling to identify its mission and goals. Ultimately, our goal is to reach the \$1 million mark, but recognize that the economy is not conducive to major fund raising at this time.

Staff Development Day was on October 22. A futurist from Oglethorpe University talked about the things that had become obsolete over the past 10 years and what he saw for the future. He believes that eventually, libraries will adapt to the new world of media via computers and handheld appliances. This will be gradual and he recognized that books will always be a factor. Our emphasis on children's and family literacy will help us remain relevant, noting that to be totally technology savvy, one must be able to read fluently.

One of the highlights of the day was recognition of Jessie Johnson, Oconee County, who was our first Staff Distinction Award Winner. To be eligible, an employee had to be nominated by other staff members and be very creative and enthusiastic in job performance. Jessie is the children's assistant in Oconee and has offered many unusual activities for children, including a Teddy Bear Camp-out where she took children's teddy bears out camping in tents, made some-mores and sang songs. She took pictures of all the bears participating and gave them to the owners.

We offered hands on training in our Technology Petting Zoo [how to use a digital camera, transfer pictures, various software applications, and scanning equipment], special information services programming, reader's advisory training, and information on the FINRA grant. Teri Hanna is working with GED programs in Athens to teach financial literacy and we've also offered a couple of programs for the public. There is a lot of interest in the topic. An outside evaluator was in Athens last week on Thursday and Friday to monitor our progress towards the goals of this project. She will prepare a written report and will include some recommendations for modification of objectives, some ideas on fund-raising, and a suggestion to work more with the Hispanic community.

Other grants applied for this quarter include an IME-Beccas from the University of California and the Mexican Consulate to provide funding for ESL programs and the Plaza Comunitaria program. This grant would supplement funding for Pinewoods. Unfortunately, Luisa Vazquez, the manager, has accepted a position in California and is leaving the library next week. We are searching for a bi-lingual applicant!

We continue to work on our "Community Snapshot" proposal to IMLS which would enable the Library to target special services to retired people. We will be partnering once again with the Lyndon House and the Clarke-Heritage Foundation. Our thought is to use interns from UGA [thank you, Cecil Bentley!] to film people like Milton Leathers talking about specific issues in Athens history, film artists at work [potters in Oconee County, for example], film presentations in the Library auditorium – and archive them on the Library's website for viewing at the browser's convenience. This proposal is due on Feb. 1 and will be a 3-year grant if funded.

Library Legislative Day is Thursday, Feb. 25. If you can attend, we'd love to invite you to go along to the briefing, visit with the legislators, and lunch at the Capitol. With a very tight budget year, I don't anticipate that we'll be doing much lobbying for new money, but we do want to advocate for library construction. Madison County is #3 and Royston is #4 on the construction list and since this comes from a different budget, we have an opportunity for a grant. We are asking the Legislature to approve a change in the taxing district wording [attached] which enables counties to break out the percentage and amount spent for libraries in a county. John Culpepper told me he was not in favor of this. And we know that the Association and City and County Governments has asked the legislature to eliminate the Maintenance of Effort rules in regard to library support. At present, if local funding declines for whatever reason, state funding could be lost. In some situations this year, some libraries have experienced a decline of up to 28% of their local funding and this has jeopardized their state grants. The Georgia Council of Public Libraries is developing a white paper on this and we hope that there will be no change in this requirement.

Personnel: this fiscal year, we have had a number of changes through retirement and relocation. In all 26 people have left or will leave the library system just since July 2009. This is quite unusual! Some of our retirees have over 20 years of experience with the system, so we've lost a solid chunk of our history and knowledge. Most recently, Jan Burroughs left to assume the position of Assistant Director of the Elbert County Library at a significant salary increase, and Luisa is leaving to go to California. Clare Auwarter who has worked with the library since 1986 [and before that she was the children's librarian before moving to Florida] will be officially leaving at the end of March. MaryAnne Driver who was the PINES manager retired in December [came in 1987 and had worked part time before that]. Jeff Tate retired, but has returned to a part-time reference librarian position—we would miss all his great stories! And Diane Williams retired and returned part-time to manage acquisitions for a year. Suzie DeGrasse in Madison County completed her MLS from South Carolina and Jan completed hers from Alabama. We have several other staff members who are enrolled in MLS programs at Valdosta State University.

The Athens construction project continues and there will be a meeting Friday with the architect and SPLOST officers to begin the final design and production of bid documents. It looks like it might actually get underway! We have also proposed two new SPLOST 2011 projects for consideration by the Citizen's Advisory Committee—an infrastructure repair project and a second one for a branch library. The next step is presenting the projects to the citizen's committee which will scale back the project list and then the Commissioners will make a final decision on the package to go to the voters in November.

Thanks to you and our Friends for all your support. Without the community input that you represent, we cannot be successful. It is appreciated!

# ATHENS REGIONAL LIBRARY SYSTEM

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## FINANCIAL POLICY

DRAFT MAMIE FIKE SIMONDS  
11/10/09

Revised 12/29/09

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## Operations

### *General*

The Athens Regional Library System (ARLS) is a group of library boards located in multijurisdictional political areas with an operating agreement to provide centralized management, ordering of materials, financial responsibilities, and professional library services under the authority of a regional library board.

Member library boards of the Athens Regional Library System are Athens-Clarke, Franklin, Madison, Oconee, and Oglethorpe Counties.

The ATHENS REGIONAL LIBRARY SYSTEM (ARLS) operates pursuant of official Code of Georgia Annotated Sections 20-5-40 through 20-5-59 to provide public library services with costs shared by participating counties, and grants from the State of Georgia.

The CODIFICATION OF GOVERNMENTAL ACCOUNTING AND FINANCIAL REPORTING STANDARDS is the base document upon which the financial statements of ARLS should be prepared. In addition, guidance is found in the AICPA Audit and Accounting Guide – AUDITS OF STATE AND LOCAL GOVERNMENTAL UNITS.

The State of Georgia through the Georgia Public Library System requires the system to maintain its accounting records in accordance with generally accepted accounting principles (GAAP). ARLS is required to send an annual financial report to the Georgia Public Library Service.

### *Characteristics*

#### Governmental Funds

1. General Fund – ARLS's primary operating fund. This fund is used to account for all financial resources of the library except those required to be accounted for in another fund. These transactions relate to resources obtained and used for services provided by the library.
2. Capital Projects Fund – The fund used to account for financial resources to be used for the acquisition, construction or renovation of major capital facilities.

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#### Sources of Revenues and Receipts

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The bulk of ARLS's local revenues are derived from allotments from City and County governments. The other major source of revenue is the Georgia Public Library Service which distributes the state's share of the cost of the library. The Federal government may also contribute in the form of allocated grants to the system.

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#### Major Expenditures

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Personnel, maintenance, operations and materials are the major expenditures of the regional system.

## Control Environment

### *General*

The control environment encompasses the following factors:

- Integrity and ethical values
- Commitment to Competence
- Board of Trustees and Audit and/or Agreed Upon Procedures (performed by a Certified Professional Accountant and in accordance with GAAP)
- Management's philosophy and operating style
- Organization structure
- Assignment of authority and responsibility
- Human resource policies and practices

\*In accordance with Georgia Code AU 319.34

## ***Board of Trustees***

The ARLS Board of Trustees meets on a quarterly basis. They review all financial statements.

Minutes of the meetings are prepared by the Board Secretary and retained.

The ARLS Board of Trustees approve all budgets and budget amendments.

Committees of the ARLS Board are:

The Executive Committee, the Finance Committee, the Personnel Committee, the Policy Issues Committee, and the Publicity Committee.

Each committee is responsible for policies outlined with in their sphere of influence.

All board members are bonded according to state guidelines. Each year during the annual Audit and/or Agreed Upon Procedures, the CPA or Auditor verifies that a current bond has been obtained for an adequate amount, as determined by the Board of Trustees on the Library Director, the Treasurer of the Board of Trustees, and other officials and employees authorized to handle funds.

## ***Resources for Staff***

The ARLS has adopted a personnel policy manual which is available to all employees. Employees may refer to the manual on the ARLS website at any time and is instructed to read the manual as part of the hiring process.

## ***Drug Free Workplace***

ARLS maintains a Drug Free Workplace which includes but is not limited to: random drug testing of all employees and mandatory drug tests for all newly hired employees.

## ***Departure from Policies***

If there are any known departures from approved policies, unacceptable business practices or conduct that might significantly affect the financial reporting process, the Director is to be notified immediately to determine course of action.

The Director works with the Business Manager to correct any misstatements in the financial statements. Procedures are in place for review of accounts covering General Ledger, Cash Receipts, Accounts Payable, and Payroll. All entries follow the state and federal guidelines.

### ***Disaster Recovery Plan***

The ARLS has a formal Disaster Recovery Plan to ensure the continuity of the business processes for the Library in the case of a disaster (i.e. flood, fire, theft, etc.) The responsibility for maintaining this plan lies with the Director and the Administrative Assistant who also functions as the Building Maintenance Coordinator.

The plan is reviewed annually or when significant changes occur and updated. All key members of management and others identified in the plan have copies in off-site locations.

For backup and recovery, the Information Technology (IT) Manager keeps a backup of the network system and the Business Manager keeps a backup of the financial software (Blackbaud) offsite. The EVERGREEN server is held at Georgia Public Library Service and would not be affected. The IT Manager is responsible for recovering all systems in a timely manner.

A disaster and emergency notebook is kept at each location in the system with all emergency contacts.

## **Budget**

### ***General***

ARLS is required by state regulations to operate our libraries on the same fiscal year as the state government, July 1 through June 30. Comparisons based on previous year's spending are used to prepare the new budget. Any unusual fluctuations are put in the notes on the quarterly reports to the Board.

Local budgets are adopted by the county board and then submitted to the Regional Board. The Regional Board approves the annual budget and all budget amendments.

### ***Branch Salary Schedules***

After the adoption of local and regional budgets, the Director, Branch Manager(s) and Business Manager review branch salary schedules for locally paid staff and the required employer share of benefits as required by state and federal law. Once the base of salaries and required employer share of benefits and payments is determined, that amount will be put into the budget for the county where each particular branch is located.

### ***State and Federal Funds***

All state grants are budgeted according to the formulas required by the state for salaries, system services, materials and the Special Needs Center. No use, other than those prescribed by the state may be made of these grants. Federal grants, as awarded, will be budgeted and expended as appropriated by all Federal guidelines.

### ***Review and Adoption***

The Director reviews all budgets and presents them to the Regional Board for approval.

To continue to receive state funding and to comply with Georgia's "Maintenance of Effort" law, all local funding agencies in total (county, boards of education and cities in each county) must meet or exceed the amount given the previous year.

### ***Cash Accounts***

#### **Petty Cash Funds**

Each branch location has a determined amount of start up cash and/or petty cash funds depending on the size of the branch. These are kept under lock and key and/or in a safe located in the branch. All petty cash purchases must not include sales tax and be approved by a manager. Any petty cash purchases over \$50 must be approved by Director. All cash handling procedures follow state guidelines.

**ATHENS REGIONAL LIBRARY SYSTEM**

**Receipts**

All receipts shall be processed in accordance with local, state, and federal regulations.

Branch Circulation Managers count and process daily receipts. The Business Office then verifies the branch count and deposits the monies into the bank according to Generally Accepted Accounting Principles.

**Disbursements**

The department head and the Director must approve the purchase before an order is made.

Disbursement checks shall not be issued without proper documentation including: approved packing slip and vendor invoice.

The Business Manager reports invoices to the Director for approval. The checks and back up are then given to the Director to review again and sign. Any checks over \$5,000.00 shall have the signature of the Director as well as one other Board Member on the check signature card. Board Members approved to be on the check signature card shall be bonded according to State Audit Guidelines.

Voided checks will be placed in the void register on Blackbaud. If the check is available, the check is kept on file with any backup information. All outstanding checks will be researched quarterly and voided or re-issued (depending on the situation) by the end of the fiscal year.

**Bank Reconciliation**

Bank statements should be reconciled promptly after the end of each month. The library receives the statement along with cancelled checks directly from the bank. After Accounting Assistant balances, Business Manager reviews and records any reconciling differences to General Ledger.

The Director approves bank statement and bank reconciliation. The bank statement, balancing form, cancelled checks, listing of outstanding items, listing of Blackbaud generated cleared items, and deposit information are placed together in a locked file.

# General Ledger and Financial Reporting

## *Process*

### *Journal Entries*

After reconciling the bank statement and reviewing general ledger using both revenue and expense reports from Blackbaud, the Business Manager will make note in a notebook of any corrections needed or changes to the budget. These will be in the form of a journal entry that is approved by the Director.

## *Revenues*

### *Accounts Receivable*

Receivables are recorded on reports to the Board at year-end. Any corrections or errors adjusted must be approved by the Director. ARLS uses a debt collection service – Unique Management to handle and recover outstanding debts owed to the library on a regular monthly basis.

### *State and Federal Grants*

The Library receives 12 monthly EFT deposits from the Georgia Public Library Service for all state grants. These are reviewed and entered into the accounting system. Federal grants are usually received on a reimbursement basis, following all federal grant guidelines.

### *Local Grants*

Manual Invoices are sent to all local revenue sources that do not send monthly checks.

SPLOST invoices are copied by the Business Office and sent to the local government for reimbursement.

Any Friends of the Library approved purchases are submitted to the FOL by the Business Office.

**ATHENS REGIONAL LIBRARY SYSTEM**

*Interest Revenue*

Interest revenue is entered in the Blackbaud accounting system by the Business Manager and approved by the Director. Interest statements for all Certificates of Deposit as well as any bank statements are used as documentation for recording of investment interest.

***Expenditures/Liabilities***

*Travel*

All travel policy conforms to Georgia Public Library Service guidelines although it is the Board's responsibility to set the mileage rate which may or may not be the same as GPLS.

*Maintenance and Operations*

All operating expenditures must be approved by Director and follow all state and federal guidelines.

*Insurance*

The Director has to approve the insurance expense. The Finance Committee may review insurance policy contracts and vendors at least every five years. Requests for Proposals and a sealed bid process will be used to find the best vendor.

*Capital Outlay*

Any Capital outlay expense must have an approved purchase order signed by the Director before an order for equipment or services can be placed.

*Employer Benefit Payments*

When the payroll module posts to General Ledger each payroll period, the liability is auto-generated into the accounts payable module. The Business Manager files the reports from the vendors and cuts the checks or pays on-line. The Director approves all benefit payments.

*Materials*

Materials are ordered in accordance with budget requirements which are reported to the board on a quarterly basis.

*Payroll*

All payroll transactions follow the ARLS system of internal separation of duties. The Administrative Assistant enters all new employees, pay rates and deductions. All information is documented in the employees' physical file. The Business Office enters all timesheets and calculates monthly payroll for the system.

Any voided payroll checks are reviewed with the bank reconciliation. All reports are verified and balanced to General Ledger against the payroll module by the Business Manager.

*Capital Assets*

Capital assets are not kept on Blackbaud; the Business Manager records all assets on Access. All assets over \$5,000 are given to the Business Manager to depreciate. Depreciation is based on methods dictated by the Georgia Public Library Service: straight line depreciation expense and useful life from State.

The asset listing contains the following details:

- Description
- Identification tag
- Serial number
- Source of funds
- Acquisition date and cost of the asset
- Location of the property
- Ultimate disposition data

## **PASSPORT SERVICES**

### **DESCRIPTION OF SERVICES AND POLICIES**

1. The Athens-Clarke County Library shall serve as a Passport Acceptance Facility and work in cooperation with the United States Passport Agency.
2. Passport services are designed to provide passport information and passport application assistance to all United States citizens and nationals who wish to obtain a passport. The United States Department of State enforces strict guidelines for passport applications. The Library makes every effort to see that your application ~~be approved and~~ is processed in a timely manner by encouraging you to fill out the application fully and clearly. Failure to do so can cause delays in receiving your passport.
3. Athens-Clarke County Library is an application acceptance facility and does not issue passports.
4. The State Department requires the following documents of all applicants:
  - a. Positive proof of ~~identity~~ U.S. citizenship, any one of the following:
    - ◆ Previous U.S. Passport
    - ◆ Birth certificate
    - ◆ Certified birth certificate or certified copy of birth certificate issued by an office of vital statistics or registrar of deeds.
  - b. Positive proof of identity, any of the following:
    - ◆ Previous U.S. passport
    - ◆ Valid driver's license
    - ◆ Official military identification card
- In addition, the following are required:
  - " Social security number
  - " Two identical passport photos meeting size requirements
  - " Check or money order to be made to the U.S. Department of State of \$67.75 per adult and \$52.60 per application by a minor (under age 16). No credit cards accepted.
  - " Payment of \$30.25 executive fee to Athens-Clarke County Library for each application, no credit cards accepted. Payment should be cash, check or money order to the Library.
5. Athens-Clarke County Library is not responsible for any attempted fraud through the following means:

Altered birth certificate  
Lying under oath  
Attempted kidnapping of child  
Child support payments arrears

6. Athens-Clarke County Library takes no responsibility for payment of passport fees. Passport fees are non-refundable.
7. Passport applications for an individual(s) are NOT public records and should be maintained as confidential information.
8. Applications and fees shall be locked in a safe until taken daily to the post office for mailing. Only copies of daily transmittal lists shall be kept locked for internal tracking purposes and to assist the Passport Agency in locating and accounting for applications. These shall be kept for at least one year.
9. The Reference Desk (second floor) will accept U.S. Passport applications. Hours for this service are Monday-Thursday, 9am-8pm and Friday, 9am-5pm (excluding days the Library is closed). Saturday, ~~12-5~~ 9am -5pm and Sunday, 2-5pm. Please allow at least 15 minutes per application so that all applications are completed before closing time. Applicants with hand-carry applications, i.e., for people requiring passports in two weeks or less, it is advised that they phone ahead of time to let Reference staff know what time they will be coming to the library.
10. All first-time applicants must apply for passports in person using form DS-11. Both parents must sign the application in person (DS-11) for any child under age ~~14~~ 16. The child must be present regardless of age. If both parents cannot be present, a statement of consent from the absent parents must be presented (DS-3053) and notarized. All applicants, regardless of ages, must appear in person.
11. Renewals of valid U.S. passports may be handled yourself by mail, provided your passport is no more than 15 years old, and you were over the age of 16 when it was issued.

1/12/05

Amended 10/10/06

**OUR POLICY:**  
**Family and Medical Leave Act of 1993**

**Military Leave:**

A regular employee who has completed the probationary period and who is a member of any reserve component of the United States Armed Forces will be allowed leave of absence for required training or duty without loss of pay for a period not exceeding two weeks in any calendar year. The loss of pay provision within this paragraph will mean that if there is a difference between military pay for such duty and the employee's salary, the library will pay the difference between the regular compensation and the amount received as base pay from the military service. In the event that the time of such training is optional, the time may be designated at the discretion of the library. Employees must furnish a statement from the military unit setting forth the requirement of training, the dates of training, and the amount of the employee's base pay.

In the event that the military unit is activated for service, the library will comply with the Universal Military Training Service Act and any other laws dealing with military service to insure reemployment for employees who leave for duty without pay.

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**The new 2010 amendments make these changes:**

- \* Qualifying exigency leave now extends to family members of soldiers who are in the regular Armed Forces. Previously, exigency leave applied to family members of service persons who are in the National Guard or Reserves.
- \* The requirement that qualifying exigency leave be in support of a contingency operation has been eliminated. Upshot: For soldiers who are in the regular Armed Forces, covered active duty means duty during the deployment of soldiers with the Armed Forces to a foreign country. For service persons who are in the National Guard or Reserves, covered active duty means duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty.
- \* Military caregiver leave is extended to family members of veterans who were members of the Armed Forces (including the National Guard or Reserves) at any point in time within five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy.
- \* For purposes of military caregiver leave, the definition of "serious injury or illness" has been revised to include an injury or illness that existed before the beginning of the member's active duty and was aggravated by service in the line of duty. The definition adds that, for veterans, the injury or illness may manifest itself before or after the member became a veteran.

## **Computer use policy**

### **I. Purpose**

The libraries comprising the Athens Regional Library System are committed to providing free and open access to informational, educational, recreational and cultural resources for library users of all ages and backgrounds.

### **II. Usage Guidelines**

- A. Patrons using library computers must read and accept the Library's Internet Access Policy and agree to abide by the guidelines governing the use of the computers.
- B. Public computers are available on a first-come, first-served basis.
- C. A library card is not required to access computers. Log in procedures may vary by library and department; users must follow procedures as set by each library.
- D. Due to limited availability of computers and high demand for their use, the Libraries reserve the right to limit computer sessions. Time limits may vary by library location or department. Patrons may use only one computer at a time.
- E. Library staff have the discretion to extend a computer session if others are not waiting.
- F. Library computers offer a variety of software applications plus access to the Internet. Scanners, CD burners and card readers (what are those things called?) may be offered. Availability of software will vary by library location and department.
- G. While personal documents may be saved temporarily to library computers, patrons are encouraged to save to personal floppy disks, CDs or USB devices. The library is not responsible for the loss of data left on library computers.
- H. Library-provided headphones may be available in some libraries or departments. In other locations, computer users may use personal headphones on library computers; these may be available for purchase from the library.
- I. Printing is available at most locations. Price and availability may vary by library and department.
- J. Patrons accessing the library's wireless network are expected to comply with the library's Wireless Use Agreement.
- K. Personal belongings should not be left unattended.
- L. Food and drink are not allowed in computer areas.

### **III. Disclaimer**

- M. Users access the library computer hardware, software and documentation at their own risk. Athens Regional Library System is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data, etc., or electronic transactions of any type which are related to the public use of library computer resources. This includes damage or injury sustained from invasions of the user's privacy.

N. Library patrons have the right to privacy to the extent possible in a public setting. Discretion is requested since images may be easily viewed by others, but users should be aware that the location of the computer workstations might enable an online session to be viewed easily by others.

## **IV. Children's Computer Usage**

- O. It is the responsibility of parents or guardians to monitor and supervise their children's access to the Internet and its resources.
- P. Federal law under the Children's Internet Protection Act (CIPA) requires filters to be placed on all computers throughout the Athens Regional Library System. The local library board of trustees in each county, using community standards as a guide, is responsible for determining the level of filtering on the library's Internet computers. In some cases, the filtering level on the children's computers may be more restrictive than those computers used by adults only.

## **V. Internet Filtering**

- Q. Federal law under the Children's Internet Protection Act (CIPA) requires filters to be placed on all computers throughout the Athens Regional Library System. See Internet Filtering in the Library in the "Internet Acceptable Use" policy for additional policies governing Internet use in the library.
- R. Patrons over age 17 may request the removal of the filtering software.

## **VI. Unacceptable Uses of Library Computer Workstations**

- S. Any use of library equipment for illegal purposes is prohibited
- T. Unacceptable uses of library computers includes, but is not limited to the following:
  - a. damaging or attempting to damage computer equipment, wiring, cables or software;
  - b. hacking into the library computer system or any other computer system; theft of any computer equipment or peripherals;
  - c. tampering with library wiring, cables or equipment; interfering with systems operations, integrity or security;
  - d. gaining unauthorized access to another person's files;
  - e. sending harassing messages to other computer users;
  - f. altering or attempting to alter the library computer's settings;
  - g. violating copyright laws and software licensing agreements;
  - h. Interfering with or disrupting other computer users, services, or equipment.
- U. Patrons violating these rules are subject to penalties as outlined in the Patrons Responsibility and Conduct policy.



**ATHENS REGIONAL LIBRARY SYSTEM**

# **TECHNOLOGY PLAN**

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**2010-2012**

**Athens Regional Library System**  
2025 Baxter Street  
Athens, Georgia 30606  
706-613-3650 (phone)  
706-613-3660 (fax)

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## **Mission Statement**

The Athens Regional Library System recognizes the impact of technology, specifically electronic communications and information, upon the lives of the residents of Athens-Clarke, Franklin, Madison, Oconee and Oglethorpe counties. The Library System strives to identify, retrieve, organize, and provide access to and instruction in the use of technology in its various formats.

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## **Vision Statement**

All Athens Regional Library System patrons will have equitable, convenient, secure and universal access to the information and knowledge resources they need to meet personal, work, educational and community goals.

## **TECHNOLOGY PLAN 2010-2012**

### **Athens Regional Library System Branches**

The Athens Regional Library System (ARLS) serves 11 libraries in five different counties in northeast Georgia: Clarke, Oconee, Oglethorpe, Madison and Franklin. In addition, the Carnesville Learning Center is scheduled to open in January 2010, which will bring our total number of libraries to 12. The Athens-Clarke County Library is the headquarters and main branch library of the Athens Regional Library System.

#### **Clarke:**

Athens-Clarke County Library  
East Athens Community Resource Center  
Lay Park Community Resource Center  
Pinewoods Community Center  
Winterville Library

#### **Oconee:**

Oconee County Library  
Bogart Library

#### **Madison:**

Madison County Library

#### **Franklin:**

Royston Public Library  
Lavonia-Carnegie Branch Library  
Carnesville Community Learning Center (opening in 2010)

#### **Oglethorpe:**

Oglethorpe County Library

## STRATEGIC DIRECTIONS, GOALS, OBJECTIVES, AND DESIRED RESULTS

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**Goal 1: Respond to the needs of patrons of all ages by providing access to computer-based programs and services, including the Internet.**

**Objective:** Provide patrons with up-to-date computers, software and peripherals, and web-based applications and services, and provide all infrastructure and equipment necessary for access to computer-based information resources.

**Desired Results:** Provide patrons of the Athens Regional Library System with access to up-to-date computers, Georgia Library PINES catalog, high speed Internet, color and black & white printing services, scanning and CD/DVD burning capacity, electronic databases such as GALILEO, computer software for productivity software such as Office and Winway Resume, wireless access in all locations, and provide a comfortable and secure environment.

**Action Required:**

1. Provide ARLS libraries with updated computers and peripherals, replacing older models with state of the art equipment every 4-5 years.
2. Monitor, maintain and upgrade network infrastructure, including wiring, switches, patch panels, routers and related equipment, to ensure sufficient bandwidth capacity, speed and optimization of network. Consult network engineer to ensure correct specifications and implementation.
3. Monitor, maintain and upgrade electrical infrastructure, including outlets and circuit loads, to provide necessary capacity to handle existing and additional computer equipment and peripherals.
4. Purchase and update library software and web-based applications, resources and services to meet the needs and expectations of patrons.
5. Purchase ergonomic furniture designed to accommodate computer equipment, peripherals, and task lighting for computer users.
6. Provide high speed Internet through connections with the Georgia Public Library Services (GPLS). GPLS provides this service to Georgia public libraries at no cost.
7. Provide supplemental or parallel Internet connections as needed by additional bandwidth needs.
8. Provide centrally managed wireless access at each library.

**Evaluation:**

1. High speed Internet access has been provided and bandwidth is sufficient for the amount of Internet usage. All older wiring and network-related equipment have been replaced and meet specifications as determined by a certified network engineer.
2. Electrical wiring, circuit capacity, proper grounding and number of outlets have been checked at each library by professional electricians and upgraded where needed.

## TECHNOLOGY PLAN 2010-2012

3. Hardware replacements, software upgrades and web-based applications and services have been provided at each library. Printing services, CD/DVD burning and scanning are provided as well.
4. Wireless access has been provided at each library and is centrally managed by a wireless controller at the main library.
5. Furniture, seating, task lighting for computer use has been provided.

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**Goal 2: Provide library web presence.**

**Objective:** Provide 24-hour online access to library databases and electronic resources, PINES catalog, library information, including services, programs, hours, locations and directions, and provide interactive content, including reference chat, searchable calendars, surveys, comments and feedback, readers' advisory, RSS, online ILS and job application forms, and event registration.

**Desired Results:** Provide ARLS patrons and community with well-designed, easy to navigate, informational, appealing and engaging web pages which are standards compliant, ADA compliant, and compatible with a wide variety of browsers, screen resolutions, mobile devices and connection speeds.

**Action Required:**

1. Purchase or upgrade server, server software and staff training as needed and/or purchase web hosting services and third-party plugins and extensions to provide a robust, full-featured, dependable and secure web presence and 24-hour access to online library resources.
2. Perform staff allocation study to ensure sufficient staffing for server/host management and related duties and all aspects of web design, updates, and online service delivery.
3. Provide a Content Management System (CMS) to allow for more frequent web page updates from a variety of staff.
4. Develop and implement necessary procedures, services and software, to provide online services to patrons, including reference chat, library store purchases, online donations, readers' advisory, and library mailing lists.
5. Validate all web pages for W3C compliance, ADA compliance, and compatibility with a variety of connection speeds, browsers, screen resolutions and mobile devices. Perform user testing to ensure design and navigation are appealing and intuitive.

**Evaluation:**

1. Patrons may use the Internet to access PINES catalog, library databases and other electronic resources, and find information about events, services, books, and answer such questions as how to obtain a library card, and library hours and locations.
2. The library web page is frequently updated, and information about events and services is easy to find.
3. The library has an in-house or hosted server with sufficient capacity and software to provide a robust and full-featured interactive web page. Staff managing the web page and server have sufficient time and training to perform their duties.

## TECHNOLOGY PLAN 2010-2012

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- 4. The framework, software, procedures and staff are in place to offer new online services, such as online reference, library store sales, readers' advisory, and library mailing lists.
  - 5. All code validates under W3C and ADA compliance, all pages have fast load times and are compatible with 99% of browsers and a wide variety of devices and screen resolutions.

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### **Goal 3: Provide network and workstation security and streamline maintenance and upkeep.**

**Objective:** Purchase equipment and software to guard computer and network equipment, software and peripherals against theft, vandalism, contaminants from viruses, malware and prevent loss or compromise of data. Purchase software and technology to minimize amount of staff time spent in maintaining, troubleshooting, updating, installing and deploying public and staff computers and software.

**Desired Results:** Prevent loss, damage, tampering and downtime at all library locations. Increase response time of computer staff for computer-related problems and decrease the time spent in travel, maintenance, updates, troubleshooting and rolling out new software and hardware.

**Action Required:**

- 1. Purchase firewalls and/or load balancing appliances for all local area networks (LANs) with capabilities for segmenting staff and public networks, monitoring and managing bandwidth, port block and traffic throttling. Install theft prevention hardware for data rooms and essential equipment.
- 2. Purchase anti-virus, anti-spyware, revisioning software such as DeepFreeze, and other desktop security software to lock down public work stations and prevent compromise of patron information and configuration tampering.
- 3. Purchase software such as PCAnywhere for remote access to branch locations and software to automate rolling out new software and updates, such as Norton Ghost, and centrally manage Windows updates with Microsoft server software.
- 4. Purchase a central data storage and backup server.

**Evaluation:**

- 1. Each ARLS library has a firewall with segmented public and staff networks, and bandwidth is centrally monitored and managed.
- 2. Each public and staff workstation is protected from tampering, viruses and other malware, and important data is backed up to a server regularly. Windows and other software updates are done automatically and remotely by computer staff.
- 3. Computer staff response time for help tickets is within one day.

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### **Goal 4: Provide training for staff and public in use of computers, software, Internet, web-based applications and databases, and emerging technology.**

## TECHNOLOGY PLAN 2010-2012

**Objective:** A) Develop staff competencies for all staff and train staff to meet minimal computer competencies, including email, Internet search, PINES catalog and client software, library databases and electronic resources, and productivity software such as Excel and PowerPoint.

B) Provide training to patrons to provide basic skills in computer use, including email, Internet search, PINES catalog, library databases and electronic resources productivity software such as Excel and PowerPoint, and other emerging technologies.

C) Increase the number of trainers to offer classes and training by adding additional staff and/or volunteers. Maintain a full-time trainer to coordinate and organize training, classes and other trainers, and to develop new classes and training materials.

**Desired Results:** Increase amount of staff training and patron classes offered and add a variety of topics to reflect new technologies.

**Action Required:**

1. Identify key staff competencies for assessment and training purposes.
2. Provide access to staff to online training from sources such as GPLS and WebJunction, and provide training opportunities via seminars, conferences, classes, and one-to-one training sessions.
3. Provide in-house training using software, video, and other archived and self-instruction materials.
4. Hire additional staff and/or utilize volunteers to provide additional training, classes, and expertise.
5. Allow paid time off to attend training sessions, classes and conferences for professional development. Allow staff to include in their job duties reading and learning about emerging technologies and engaging in self-study to improve job skills.
6. Develop classes for patrons based on needs, evaluations, and surveys, and offer the classes at a variety of times and branch locations. Offer on-demand tutorials and training, and develop training in a variety of media formats.
7. Evaluate staff technical competencies to determine individual and group training needs.

**Evaluation:**

1. All staff meet competency requirements to perform their jobs effectively.
2. Patron classes are frequent, well-attended, and highly rated in evaluations. A variety of classes are offered at times and locations and formats convenient for patrons.

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**Goal 5: Provide Audio Visual and multimedia services and programs.**

**Objective:** Provide video conferencing, video web cast and archiving capacity, as well as other infrastructure, equipment and software necessary for multimedia programming, training and learning opportunities.

## TECHNOLOGY PLAN 2010-2012

**Desired Results:** Provide patrons and staff with lifelong learning opportunities and programming using a variety of media and online formats, including web casts, podcasts, archived materials and online classes.

### **Action Required:**

1. Implement sufficient bandwidth for live video streaming and conferencing and update cabling and network infrastructure to accommodate potential usage.
2. Hire an AV Consultant to provide a plan for successful implementation.
3. Purchase all necessary AV equipment, servers and/or hosting services, video editing software, and related software and hardware.
4. Hire new staff sufficient for projected programs and provide training to existing staff and adjust job duties appropriately to reflect additional tasks. Perform a job assessment study to ensure appropriate staff time and expertise are provided for new AV and multimedia library services.
5. Provide video conferencing software for staff training and meetings, as well as programming such as author visits or other community events.

### **Evaluation:**

1. Video equipment and all requisite infrastructure, software, hardware, and third-party services are installed and available for use in live streaming events, video conferencing, and archiving events and programming.
2. Trained staff and/or volunteers and third-party vendors provide multimedia online services, both in the preparation for recording, editing, and uploading, as well as managing the back-end technology and server tasks.
3. Programs and events are frequent, well attended, and highly rated by participants in evaluations.

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### **Goal 6: Assistive Technology Workstations.**

**Objective:** Purchase equipment and software to assist patrons with visual and physical impairments.

**Desired Results:** Provide assistive technology to enable patrons with visual and physical impairments to access the resources of the library in both print and electronic formats. Remove barriers imposed by traditional library resources which limit their use by patrons with visual or other physical impairments.

### **Action Required:**

1. Purchase computers, equipment and furniture and ensure our facilities are ADA compliant.
2. Purchase screen enlargers, scanners, screen readers and software to convert traditional print and computer resources to a format usable by the visually and physically impaired.

## TECHNOLOGY PLAN 2010-2012

### Evaluation:

1. Provide at least one workstation in each branch location with accessibility software and equipment.
- 

### Goal 7: Telecommunications.

**Objective:** Provide telephone access to patrons and staff in a cost-effective and dependable manner, including the use of a PRI circuit for increased capacity for incoming and outgoing calls and lower phone bills. Provide answers to patron reference and research questions over the telephone. Provide patrons with basic library information using an automated answering system. Provide staff with voice mail, external phone numbers, and full-featured handsets and/or headsets.

**Desired Results:** Allow patrons to call in reference and research questions via the telephone. Provide various departments such as the Talking Books Center or the Children's Department, with toll free numbers for library services. Provide callers with library operating hours, days of service and basic information through the use of an automated answering system.

### Action Required:

1. Purchase and install telephone equipment and infrastructure.
2. Maintain, evaluate and upgrade system as needed.

### Evaluation:

1. The upgrade to a PRI circuit was accomplished in 2007 and is being maintained. The telephone system, handsets and headsets meet the needs of staff and patrons and are upgraded or replaced as needed.
- 

### Goal 8: RFID and self-checkout stations.

**Objective:** Provide self-checkout stations with fine payment options at all locations and RFID tagging for the Athens Regional Library System collection. Provide an automated check-in system at as many locations as possible.

**Desired Results:** Allow patrons to use self-checkout stations in order to decrease wait time and improve customer service. Implement RFID tagging to automate and streamline the check-in and checkout process. Implement capacity for automated materials handling to save costs and improve service.

### Action Required:

1. Purchase and install self-checkout stations with capacity for fine payment.
2. Perform cost/benefit analysis for automated RFID system with capacity for materials handling.
3. Tag all items with RFID tags.

## TECHNOLOGY PLAN 2010-2012

4. Purchase and implement automated check-in system, including conveyance system and materials handling, work with vendors and architects to identify locations for book drops, and develop procedures for circulation staff.

### **Evaluation:**

1. Collection is tagged for RFID, self-checkout stations are installed, and automated check-in system is implemented by 2012.
- 

### **Goal 9: Georgia Library PINES Database (PINES).**

**Objective:** Meet the requirements for participation in Georgia Library PINES system, the statewide library catalog available to public libraries in Georgia. Provide access to the PINES catalog to the patrons of the Athens Regional Library System to access books and materials available at ARLS library branches and at participating public libraries in Georgia.

**Desired Results:** ARLS library patrons have access to the holdings of all participating PINES libraries in Georgia. Patrons with a PINES library card have access to materials beyond what is available on their local shelves and enjoy the benefits of a shared collection that can be delivered to their home library free of charge.

### **Action Required:**

1. Purchase and install computers and software for PINES Online Public Access Catalogs (OPAC).
2. Purchase and install computers and software for staff use of the OPAC, Circulation, Cataloging, Reports and other modules of the Evergreen software.
3. Provide for staff training on the use of the various modules of the Evergreen software
4. Provide for patron training on the use of the PINES OPAC.
5. Maintain, upgrade, and replace patron OPACs and staff computers as funds become available.

### **Evaluation:**

1. The Athens Regional Library System has been a member of PINES since 2002. Future plans are to increase the number of OPACs available for patron use. ARLS will comply with technology and software requirements for membership in PINES.
- 

### **Goal 10: Children's Internet Protection Act (CIPA).**

**Objective 1:** Configure public computers with Georgia Public Library Services (GPLS) provided Internet filtering to protect the children of the Athens Regional Library System from pornography and the problems associated with the availability of Internet pornography in public libraries.

**Objective 2:** Comply with the provisions of Children's Internet Protection Act (CIPA) to remain eligible for federal funding under the E-rate, LSTA and other federal government programs.

## TECHNOLOGY PLAN 2010-2012

**Desired Results:** Protect the children accessing the Internet at ARLS libraries from pornography, undesirable Internet content, and other problems associated with Internet access by minors. Meet the requirements of the Children's Internet Protection Act (CIPA).

**Action Required:**

1. Implement the GPLS filtering settings. In addition, purchase screen filters or other privacy devices and software to ensure pornographic content is not viewable by children.
2. Keep current with changes to and interpretation of CIPA by the legislature and courts.

**Evaluation:**

1. Internet filtering is in place on all computers in the Athens Regional Library System, and the library is in full compliance with CIPA requirements.
2. Privacy screens have been purchased to provide additional assurance adult content is not viewable by children.

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**Goal 11: Workstation Session and Print Management.**

**Objective:** Provide all libraries with centrally managed session and print management software and card readers or coin boxes for payment for print jobs and extend print management to wireless users. Session management software enables monitoring, gathering statistics and generating reports and helps ensure equitable access to computer resources, and a print management system will help with cost recovery for patron print jobs. Provide all libraries with high-quality, low-TCO laser printers, including color printing.

**Action Required:**

1. Purchase and install color and black & white laser printers for all ARLS libraries.
2. Purchase and install session and print management software with capacity for wireless printing for all ARLS libraries.
3. Develop procedures and purchase hardware and/or software for the payment of print jobs.

**Evaluation:**

1. The Athens Regional Library System currently offers black & white and color copies from public access computers. Session and print management software licenses and all equipment and software necessary for fee payment will be purchased for each branch library of the Athens Regional Library System.

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**Goal 12: Mobile devices and applications.**

## TECHNOLOGY PLAN 2010-2012

**Objective:** Provide mobile devices and applications to meet staff and public needs and expectations, extend services, improve communication and sharing of information and resources, provide alternative media devices and formats for changing technologies.

**Desired Results:** The library will provide and/or accommodate a variety of data capture devices for staff to improve customer service, efficiency, and sharing information and resources, and for public usage to access information and knowledge resources to meet personal, work, educational and community goals.

**Action Required:**

1. Provide electrical and network infrastructure to accommodate patron mobile devices, such as hand-held communication and Internet devices, gaming platforms, media devices and e-readers.
2. Purchase e-readers for patrons, such as the Kindle or Sony Reader, and provide access to online e-book services.
3. Purchase hand-held data capture devices for staff to provide roaming assistance to patrons.
4. Purchase communication devices and collaborative software and services to increase staff efficiency, improve communication and sharing of resources and information, provide document synchronization, and improve project coordination.
5. Extend existing services to accommodate mobile devices, such as providing a mobile device version of the web page, and create new services in mobile formats, such as using automated text messages for communicating with patrons.
6. Provide patrons with listening stations and download stations for use with various media devices.
7. Develop policies and procedures to ensure compliance with copyright laws and bandwidth protection and security measures.

**Evaluation:**

1. Electrical and network capacity are upgraded sufficiently to allow for increased use of various mobile media and data capture devices in ARLS libraries. Policies and procedures are in place for staff and patrons to prevent bandwidth saturation and copyright violations.
2. E-readers and access to online e-book resources and services are provided at each location.
3. Staff are provided with mobile devices for roaming assistance to patrons and have access to group software and services necessary for collaboration.
4. Existing and new services and content are offered in mobile formats when appropriate.

## Staff Social Media Policy

Social media can be defined as content created by people using highly accessible Internet-based publishing tools for sharing and discussing information. Some examples of social media are blogs, wikis, and video hosting sites.

These emerging platforms for online collaboration offer new ways to engage with patrons, colleagues, and the world at large, and have the potential to help staff build stronger professional relationships and take part in national and global conversations related to the work we are doing.

The Athens Regional Library System encourages the use of social media tools; however, due to the nature of social media, which encourages free-flowing conversations and allows for instantaneous publication reaching a potentially wide audience, the following guidelines are provided in order to assure effective and appropriate information, security, responsible speech, and privacy protection.

- 1) Ensure that all departmental or branch library social media sites are sanctioned by the Athens Regional Library System Director.
- 2) Ensure that the focus of the social media site is consistent with the mission of the Athens Regional Library System and that participating staff have the requisite expertise to post information and have understood and agreed to the principles and guidelines set forth in this document.
- 3) Respect confidential information, the privacy of others, and do not discuss documents and decision-making and conversations which are internal to the library without appropriate approval. Know and comply with library policy related to confidentiality of patron records. Never comment on legal matters or litigation related to the library without approval from the Director.
- 4) Ensure that staff posts and comments are respectful and considerate and contain no remarks that are offensive or off-topic. When responding to others' posts which you may disagree with, keep it appropriate and polite. Do not denigrate others. Airing grievances against management, patrons, fellow employees, departments or State agencies is not appropriate.
- 5) Ensure transparency when posting or commenting by identifying yourself and your role within the library. Remember that you are personally responsible for your content. Be sure that all of the content associated with you is consistent with your work and the library's values and professional standards. Make sure that you write and post about your areas of expertise and assigned duties, and that you make it clear to your readers when writing about a topic outside of your expertise. When modifying earlier posts, make it clear you have done so.
- 6) Personal use of social networking sites during work hours is not forbidden; however, it must not divert employees' attention away from other duties or in any way interfere with job performance. Personal use of social networks during work hours, as with personal use of the Internet in general, should be minimal. Be aware, also, that in online social networks, the lines between public and

private, personal and professional are blurred. If you are identifiable as a library employee, then you may be creating perceptions among the general public, legislators, stakeholders, patrons, and your colleagues that could impact the workplace. The same general guidelines for respectful speech and appropriate information and privacy protection as related to library matters apply to personal social network accounts as well.

7) In some social media formats, you may encounter comments which cause you concern as a moderator or responsible party. If user content is positive or negative and in context to the conversation, then the content should be allowed to remain, regardless of whether it is favorable or unfavorable to the Library. If the content is ugly, offensive, denigrating and completely out of context, then the content should be rejected and removed.

**Athens Regional Library System  
Athens-Clarke County**

**Circulation**

**Athens**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	56,744	63,279	62,210
August	49,007	53,537	56,761
Sept.	45,344	51,046	55,161
October	49,665	50,792	55,013
November	45,154	49,973	53,444
December	39,751	45,163	46,544

**E.Athens**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	1119	1,656	671
August	750	805	352
Sept.	579	977	441
October	1030	777	260
November	433	417	281
December	649	451	188

**Pinewoods**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	1821	1,564	1,958
August	1988	1,878	2,033
Sept.	1675	1,543	2,185
October	1451	1,835	1,650
November	2406	1,938	1,813
December	1148	1,250	1,773

**Lay Park**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	1596	1,130	1,499
August	1022	990	465
Sept.	1068	1,056	564
October	939	1,154	268
November	965	541	396
December	731	935	375

**Winterville**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	1,536	1,874	1,931
August	1,226	1,491	1,491
Sept.	1,219	1,728	1,936
October	1,296	1,736	1,636
November	1,179	1,575	1,598
December	1,190	1,266	1,593

**Bookmobile/Outreach**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	547	477	258
August	284	613	122
Sept.	435	490	223
October	520	339	140
November	580	454	137
December	324	197	203

**Overdrive**

Athens

	<b>FY 2009</b>	<b>FY2010</b>
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July	159	453
August	163	481
Sept.	143	415
October	238	420
November	254	576
December	270	589

**Pinewoods**

	<b>FY 2009</b>	<b>FY2010</b>
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July	4	2
August	3	1
Sept.	0	6
October	0	0
November	2	3
December	4	0

**Attendance**

Athens

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
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July	62,340	72,340	61,870
August	62,802	82,419	59,571
Sept.	52,018	52,025	54,143
October	59,424	54,947	51,658
November	49,652	55,018	55,179
December	45,935	52,117	50,831

E. Athens

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
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July	449	718	408
August	447	470	209
Sept.	309	528	345
October	455	503	196
November	184	552	299
December	274	407	256

**Pinewoods**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	1,699	2,199	1,796
August	1,703	1,806	2,326
Sept.	1,717	2,115	2,504
October	1,853	2,271	2,170
November	1,903	1,985	2,620
December	1,435	1,645	2,087

**Lay Park**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	1108	908	1,159
August	802	683	485
Sept.	1007	898	860
October	944	1092	460
November	800	337	561
December	22	779	487

**Winterville**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	765	754	851
August	567	684	759
Sept.	671	755	762
October	769	785	711
November	637	787	724
December	407	545	657

**Computer Use**

**Athens**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	20,299	20,200	22,287
August	19,284	20,249	22,451
Sept.	39,583	40,449	44,738
October	18,673	19,805	20,922
November	16,160	19,667	20,193
December	14,807	20,267	19,939

**E. Athens**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	217	351	274
August	214	226	151
Sept.	125	241	245
October	214	235	112
November	100	113	192
December	140	323	176

Pinewoods

	FY 2008	FY 2009	FY2010
July	1418	1,764	623
August	855	1,322	736
Sept.	1338	1,676	796
October	1403	1,767	819
November	1513	1,462	581
December	1122	1,291	597

Lay Park

	FY 2008	FY 2009	FY2010
July	189	204	293
August	190	202	116
Sept.	172	277	194
October			
November			
December			

Winterville

	FY 2008	FY 2009	FY2010
July	283	255	279
August	224	225	224
Sept.	217	248	320
October	169	304	91
November	131	210	132
December	5	218	176

## Franklin County Libraries

### Circulation

Lavonia-Carnegie

	FY 2008	FY 2009	FY2010
July	3,162	3,483	3,583
August	1,951	2,037	2,297
Sept.	1,521	1,695	1,893
October	1,686	1,598	1,697
November	1,546	1,652	1,373
December	1,162	1,690	1,349

Royston

	FY 2008	FY 2009	FY2010
July	4,657	5,400	5,074
August	3,334	3,121	3,479
Sept.	2,396	3,055	3,545
October	2,498	2,991	3,531
November	2,271	2,734	2,957
December	2,162	2,494	2,703

**Outreach**

	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>
July	212	167	-
August	231	-	172
Sept.	220	160	170
October	179	180	120
November	0	178	0
December	181	175	120

**Overdrive**

## Lavonia-Carnegie

	<b>FY2009</b>	<b>FY2010</b>
July	8	25
August	14	22
Sept.	13	21
October	12	31
November	13	23
December	11	15

**Royston**

	<b>FY2009</b>	<b>FY2010</b>
July	10	21
August	8	17
Sept.	2	30
October	17	37
November	16	21
December	18	27

**Attendance**

## Lavonia-Carnegie

	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>
July	5,196	5,081	4,906
August	4,305	4,511	3,414
Sept.	2,166	4,264	4,267
October	3,394	3,672	3,579
November	3,256	3,391	3,254
December	2,944	3,369	3,265

**Royston**

	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>
July	6,158	7,198	7,531
August	5,732	6,067	5,872
Sept.	4,307	5,361	6,793
October	5,034	5,287	6,260
November	4,453	5,006	5,310
December	3,843	4,736	4,651

**Computer Use**

Lavonia-Carnegie

	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>
July	1285	1,558	1,613
August	1110	1,350	1,719
Sept.	943	1,366	1,572
October	1,103	1,324	1,528
November	1,007	1,380	1,504
December	1,049	1,345	1,402

Royston

	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>
July	1498	1,752	1,952
August	1401	1,771	1,800
Sept.	1062	1,768	1,701
October	1255	1,696	1,786
November	1254	1,541	1,579
December	1083	1,604	1,413

**Madison County****Circulation**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	7,432	8,822	8,057
August	6,224	7,231	6,488
Sept.	5,496	6,728	7,124
October	6,266	7,014	7,654
November	5,490	6,840	6,759
December	4,793	6,254	5,900

**Outreach**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	204	20	124
August	190	103	198
Sept.	123	113	110
October	55	112	49
November	145	77	165
December	204	113	171

**Overdrive**

	<b>FY2009</b>	<b>FY2010</b>
July	13	12
August	18	23
Sept.	23	19
October	31	16
November	29	24
December	18	11

**Attendance**

	FY 2008	FY 2009	FY2010
July	9,311	9,423	9,050
August	8,863	8,571	8,727
Sept.	8281	10,111	9,818
October			
November			
December			

**Computer Use**

	FY 2008	FY 2009	FY2010
July	3,839	2,872	3,072
August	4,120	3,179	2,875
Sept.	2,848	2,951	2,823
October	2725	2,786	2,814
November	2423	2,866	2,708
December	2217	2,501	2,478

**Oconee County Libraries****Circulation**

Oconee

	FY 2008	FY 2009	FY2010
July	16,708	18,382	18,476
August	14,060	15,491	16,431
Sept.	13,767	15,303	16,917
October	14,623	14,347	16,671
November	13,046	13,917	14,765
December	10,294	12,205	12,670

Bogart

	FY 2008	FY 2009	FY2010
July	4,276	4,757	4,961
August	3,645	3,619	4,302
Sept.	3,264	3,611	4,643
October	3,295	3,911	4,357
November	3,127	3,178	3,721
December	2,767	2,932	3,324

Outreach

	FY 2008	FY 2009	FY2010
July	15	22	32
August	-	19	-
Sept.	14	24	35
October	19	0	115
November	14	25	19
December	0	21	15

Overdrive  
Oconee

	FY2009	FY2010
July	43	132
August	74	145
Sept.	90	127
October	108	106
November	109	90
December	115	79

Bogart

	FY2009	FY2010
July	34	32
August	26	35
Sept.	31	38
October	31	26
November	29	25
December	30	25

**Attendance**

Oconee

	FY 2008	FY 2009	FY2010
July	17,651	20,029	22,039
August	18,520	19,426	20,089
Sept.	14,936	19,179	22,553
October	17,399	18,126	23,364
November	15,989	16,094	21,811
December	10,933	15,648	15,827

Bogart

	FY 2008	FY 2009	FY2010
July	5176	5,741	6,392
August	4806	4,931	5,525
Sept.	3886	4,296	5,882
October	4548	5,092	5,199
November	5014	3,845	4,716
December	3654	3,757	3,708

**Computer Use**

Oconee

	FY 2008	FY 2009	FY2010
July	4042	4,997	5,752
August	4197	5,103	5,182
Sept.	3445	4,762	5,250
October	3671	4,886	5,589
November	3797	4,621	5,096
December	3632	4,353	4,510

**Bogart**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	895	892	1,554
August	794	949	1,620
Sept.	638	758	1,656
October	804	986	1,126
November	870	951	1,057
December	647	997	886

**Oglethorpe County Library****Circulation**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	4,131	4,282	4,286
August	3,217	3,659	3,860
Sept.	3,225	3,578	4,439
October	3,567	3,795	4,055
November	2,867	3,439	3,769
December	2,451	3,501	3,374

**Outreach**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	99	97	96
August	64	97	98
Sept.	0	94	0
October	110	90	106
November	91	87	110
December	95	91	1

**Overdrive**

	<b>FY2009</b>	<b>FY2010</b>
July	1	21
August	1	12
Sept.	0	13
October	1	17
November	7	22
December	11	24

**Attendance**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	6,265	7,247	6,231
August	5,376	5,762	6,599
Sept.	5,090	5,618	6,106
October	5,979	6,944	5,691
November	6,070	5,409	5,380
December	4,327	4,198	5,977

**Computer Use**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	1482	2,497	2,210
August	1607	2,089	2,285
Sept.	1594	1,881	2,154
October	2038	1,934	2,047
November	1774	1,829	1,919
December	1751	1,872	1,701

<i><b>Library System</b></i>	<i><b>Project Name</b></i>	<i><b>C=Central B=Branch</b></i>	<i><b>N=New A=Add.</b></i>	<i><b>City</b></i>	<i><b>County</b></i>	<i><b>State Share</b></i>	<i><b>Local Share</b></i>	<i><b>Total Project Cost</b></i>
Houston County Public	Perry Public	C	A	Perry	Houston	\$1,600,000	\$800,535	\$2,400,535
Cherokee Regional	LaFayette-Walker County Public	C	A	La Fayette	Walker	\$2,000,000	\$1,898,571	\$3,898,571
Athens Regional	Royston Public Library	B	A	Royston	Franklin	\$1,268,214	\$468,224	\$1,736,439
Athens Regional	Madison County Library	B	N	Danielsville	Madison	\$1,517,200	\$582,300	\$2,100,000
Three Rivers Regional	Charlton County Public Library	B	A	Folkston	Charlton	\$561,167	\$106,690	\$667,857
Flint River Regional	Milner Public Library	B	N	Milner	Lamar	\$783,333	\$216,667	\$1,000,000
Dougherty County Public	Northwest Public Library	B	N	Albany	Dougherty	\$2,000,000	\$4,610,000	\$6,610,000
Gwinnett County Public	Norcross Branch Library	B	A	Norcross	Gwinnett	\$1,873,143	\$1,073,143	\$2,946,286
Cobb County Public	East Marietta Branch	B	N	Marietta	Cobb	\$2,000,000	\$2,465,071	\$4,465,071
Live Oak Public	Islands Branch	B	N	Savannah	Chatham	\$2,000,000	\$5,500,000	\$7,500,000
Atlanta-Fulton County	Milton Branch	B	N	Milton	Fulton	\$2,000,000	\$17,129,976	\$19,129,976
Atlanta-Fulton County	Wolf Creek Branch	B	N	Unincorporated Fulton	Fulton	\$2,000,000	\$16,167,067	\$18,167,067
					Totals	\$19,603,057	\$51,018,745	\$70,621,802

**GA General Assembly - 2006 House & Senate District Maps**  
**web site- http://www.legis.state.ga.us/**

**State Senators/Representatives in Districts within the Athens Regional Library System (2-year term)**  
(\* indicates regions where only a portion falls within that district)

**District 46:**

**(Bogart, Clarke Co.\*, Oconee Co.)**

The Honorable Bill Cowser

**Re-elected Nov 4, 2008. Next election 2010**

*Capitol Address:*

319-A Coverdell Legislative Office Building

Atlanta, GA 30334

(404) 463-1366

(404) 657-0797 (fax)

*District Address:*

P.O. Box 512

Athens, GA 30603

(706) 543-7700

(706) 202-3211 (fax)

email- [bill.cowser@senate.ga.gov](mailto:bill.cowser@senate.ga.gov)

**District 47:**

**(Madison Co., Clarke Co.\*, Oglethorpe Co., Winterville)**

The Honorable Ralph T. Hudgens

**Re-elected Nov 4, 2008. Next election 2010**

*Capitol Address:*

110-A State Capitol

Atlanta, GA 30334

(404) 656-4700

(404) 463-2279 (fax)

*District Address:*

6509 Highway 106 South

Hull, GA 30646

(706) 353-2702

(706) 354-1017 (fax)

email- [ralph.hudgens@senate.ga.gov](mailto:ralph.hudgens@senate.ga.gov)

**District 50:**

**(Lavonia, Royston)**

**Incoming Senator**

Jim Butterworth

P.O. Box 2000

Cornelia, GA 30531

(706)768-4106

Term 1-12-09 - 1-10-2011

**District 28:**

**(Lavonia\*)**

**Incoming Representative**

Michael Harden

P.O. Box 1189

Toccoa, GA 30577

(706)-779-3279

email: Michael@voteharden.com

Term 1-12-09 - 1-10-2011

**District 29:**

**(Lavonia\*, Madison Co.\*, Royston\*)**

**Re-elected Nov 4, 2008. Next election 2010**

The Honorable Alan Powell

*Capitol Address:*

Suite 507, Coverdell Legislative Office Building

Atlanta, GA 30334

(404) 656-0202

*District Address:*

P.O. Box 248

Hartwell, GA 30643-0248

(706) 376-4422

(706) 376-2670 (fax)

email- [alanpowell23@hotmail.com](mailto:alanpowell23@hotmail.com)

**District 30:**

**(Madison\*)**

**Re-elected Nov 4, 2008. Next election 2010**

The Honorable Tom McCall

*Capitol Address:*

Room 226

State Capitol

Atlanta, GA 30334

(404) 656-5115

*District Address:*

2835 Washington Highway

Elberton, GA 30635

(706) 283-5436

(706) 283-6656 (fax)

email- [tommccall@bellsouth.net](mailto:tommccall@bellsouth.net)

**District 113:**

**(Bogart, Clarke Co.\*, Oconee, Oglethorpe\*)**

**Re-elected Nov 4, 2008. Next election 2010**

The Honorable Bob Smith

*Capitol Address:*

Room 245

State Capitol

Atlanta, GA 30334

(404) 463-2247

*District Address:*

P.O. Box 108

Watkinsville, GA 30677

(706) 769-8794

email- [smith98@bellsouth.net](mailto:smith98@bellsouth.net)

**District 114:**

**(Clarke Co.\*)**

**Re-elected Nov 4, 2008. Next election 2010**

The Honorable Keith Heard

*Capitol Address:*

# Suite 509, Coverdell Legislative Office Building

Atlanta, GA 30334

(404) 656-0220  
*District Address:*  
P.O. Box 5068  
Athens, GA 30604-5068  
(706) 353-1772  
(706) 548-7952 (fax)  
email- [keith.heard@house.ga.gov](mailto:keith.heard@house.ga.gov)

**District 115:**  
**(Clarke Co.\*, Winterville)**  
**Re-elected Nov 4, 2008. Next election 2010**  
The Honorable Douglas C. McKillip  
*Capitol Address:*  
Suite 509, Coverdell Legislative Office Building  
Atlanta, GA 30334  
(404) 656-0220  
*District Address:*  
135 University Drive  
Athens, GA 30605  
(706) 613-1900  
(706) 613-1906 (fax)  
email- [dcmckillip@aol.com](mailto:dcmckillip@aol.com)

**District 116:**  
**(Oglethorpe\*)**  
**Re-elected Nov 4, 2008. Next election 2010**  
The Honorable Robert M.'Mickey' Channell  
*Capitol Address:*  
401 State Capitol  
Atlanta, GA 30334  
(404) 656-7856  
*District Address:*  
P.O. Box 839  
Greensboro, GA 30642  
(706) 453-1230  
(706) 453-1225 (fax)  
Email- [mickey.channell@house.ga.gov](mailto:mickey.channell@house.ga.gov)

# **Georgia Library Day\***

## **Thursday, February 25, 2010**

## **Atlanta**

*\* Sponsored by the Georgia Association for Instructional Technology (GAIT), Georgia Library Association (GLA) and the Georgia Library Media Association (GLMA)*

8:45 A.M.	Registration, coffee and juice – Floyd Building (Twin Towers, 20 <sup>th</sup> floor, West Tower)
9:15. A.M.	Remarks from Georgia Legislative Guests – Floyd Building
9:40 A.M.	Address on Advocacy and Lobbying – Floyd Building
10:00 A.M.	Visit the Capitol (Please contact your legislators prior to your arrival. Let them know you will be attending this event.) – Georgia State Capitol
11:45 A.M. – 1:30 P.M.	Box lunch with your legislator – Floyd Building

Registration Form (please complete one for each registrant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Library Name: \_\_\_\_\_

My Library is in Georgia Senate District(s)\*: \_\_\_\_\_

My Library is in Georgia House District(s)\*: \_\_\_\_\_

\*Georgia Secretary of State Website: <http://www.sos.state.ga.us/cgi-bin/locator.asp>

Please enclose: Registration form and \$30 per person. Make check payable to GLA. Reference "Registration" in note section. Payment must be received by Friday, February 12, 2010. Mail payment to: Georgia Library Association: P.O. Box 793, Rex, GA 30273. Contact: Gordon Baker at 678/466-4325 or [gordonbaker@clayton.edu](mailto:gordonbaker@clayton.edu) for more information.

*Approved*

**OCONEE COUNTY LIBRARY BOARD  
MINUTES OF THE QUARTERLY MEETING  
October 12, 2009**

The meeting was called to order by Chairman Doris Firth. Members present included Susan Brodrick, Deann Craft, Pamela Hendrix, Phyllis Luke, Dorothy Peltier, Janet Stratton, Alice Vernon, and Art Zimmerman. Absent members were Brian Hawkins, Jerry Studdard, and Lisa Vaughn. Also present were Kathryn Ames, Donna Brumby, and Jackie Elsner. A few changes were noted for the July minutes and then Doris made the motion to approve and Janet seconded.

**PUBLIC COMMENT**

There are no public comments to report.

**BRANCH MANAGER'S REPORT**

Jackie began her report with the success of the summer programs. She was very pleased with the number of children and teens who participated at both libraries. She wanted to thank the Friends organizations at both libraries that contributed major funding for some of the programs. In July Jackie was busy with the library staff's annual performance evaluations as well as holding job interviews for several library positions. August was a quiet month for children's programming at the Watkinsville and Bogart libraries. Computer and Genealogy classes were offered for adults but when a computer firewall failure brought the internet down this also resulted in fewer library visitors until it was restored. Meanwhile, outside the Watkinsville library, the Oconee County Facilities Department worked to correct the problem that caused the adult area of the library to flood during some very heavy rain the summer of 2008. During August Jackie continued her work on weeding out the adult non-fiction collection of old or damaged books. She visited Bogart twice, first to attend the meeting of the Bogart Library Friends and the second time to substitute for Cynthia Jameson who was on vacation. Jackie plans to continue to visit Bogart at least two times each month. In August Jackie was offered and accepted the position of Branch Manager for the Oconee County Libraries. In September all regular children programming resumed but some programs offered for teens did not have a lot of interest. As promised Brian Jay Corrigan, a Georgia writer, donated an all day workshop for training writers that is very popular with our Oconee patrons. Jackie promised to offer this workshop again. OCLB member Art Zimmerman displayed his collection of art and artifacts collected when he worked in Africa. September was also a busy time for the Bogart library staff. They had a program called "If You Were A Parrot" that was well attended and they participated in the Bogart Fall Festival. Lastly Jackie noted that the Oconee County Facilities Department installed an intrusion alarm at the Bogart Library which was very appreciated.

**REGIONAL DIRECTOR'S REPORT**

Kathryn reported that the total actual revenues received by the end of this first quarter were at 25% of our FY10 budget and the total actual expenditures were at 25%. Our GHI savings from September through December, and which came to a little over \$2300, helped to ease our budget concerns. The Oconee County BOC In-behalf support expenditures through 09/30/09 were well below 25% for the quarter primarily due to additional funds of \$2500 provided by the City of Watkinsville. Kathryn drew our attention to the Fund Equity ("Reserve") amount that was decidedly under-funded. The board asked Kathryn to look into precisely what the policy of the regional board requires for this fund so that we can better focus on a solution to overcome the deficit. Kathy reported that the state's Sales Tax revenues had decreased so much that it has resulted in less funding for all public libraries. Most libraries have had to reduce their materials budget to 16.5 cents per capita in FY10 down from the 60 cents per capita in FY08 that they had been receiving. Donna was asked to report on the ARLS Children's Summer Reading Program for 2008 versus 2009. The results indicated, that for the Oconee County Libraries combined, the number of children registered in 2009 went up 11% but for all ARLS Libraries the numbers went down 9%. And while the OCL program

attendance for 2009 went down 26%, program attendance went up 28% for all the ARLS Libraries. Lastly the OCL number of books read went up 30% and the ARLS number of books read went up 26%. Great news!

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Jackie reported for the Oconee County Library Friends that they had raised \$12,000 at the September Annual Book Sale. The Oconee Friends also surveyed Oconee citizens on library usage at three locations and these results will be given to the board after the survey is reviewed on Staff Development Day. The Oconee Friends continue to contribute money to several library programs, for office supplies (\$400), and this year for an honorarium (\$50) to have the program "If You Were A Parrot" at the Watkinsville library like the one held at the Bogart library. Jackie reported that the Bogart Library Friends contributed \$500 for adult non-fiction materials for their library. The Bogart Friends also participated in the survey on library usage at several locations that will be included with the Oconee Friends survey when the survey will be discussed on Staff Development Day. Jackie reported that Amyee Davis resigned as President of the Bogart Friends and that to date they have not elected another president. Due to bad weather the Bogart Friends were very disappointed that they did not raise their usual amount of money selling Used Children's Books at the Bogart Fall Festival.

At the end of Jackie's report for the Friends, Chairman Doris revealed that she had received two certificates of appreciation that were received during the National Friends of Libraries Week, one for the Bogart Friends and one for the Oconee Friends for their contributions and support given to our libraries. Doris asked Jackie to deliver these certificates to the Presidents of these Friends.

#### **OLD BUSINESS**

Jackie was asked to give her view of the needs for the Oconee County Libraries. She stated that initially there is a need to talk with our county planners. We need to learn how much our county is expected to grow in the next decade. Once we have some idea of this growth then we should research what libraries of the future will be expected to provide for their communities. Once we have gathered all this information we then need to begin to make plans for the libraries' services that we will want to provide. And most importantly, along with planning, we must also begin to sell our ideas to our funding agencies as well. Art reinforced Jackie's ideas by agreeing that our library board should start explaining the needs for our future libraries not only to our funding agencies but also to our citizens. Along with Jackie's ideas Kathryn suggested doing a feasibility study on whether we are going to need to build a new library or whether to expand our current one.

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Jackie wanted the board to know that she plans to keep and post a record of her coming and going so she can always be reached and she said she will always make herself available if someone wants to talk with her. With the remaining FY10 SPLOST money Jackie plans to paint the interior of the Watkinsville library and to finish the children's area. And finally she plans to hire a lighting consultant to improve the library lighting.

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Kathryn gave a certificate to Doris for her service as board chairman and also announced that she was adding three new library books, to honor each of the board members whose terms were over. The books included "The Campfire Boys", by Philip Lee Williams, "Daniel Boone's Great Escape", by Michael Spradlin, and "The National Parks" by Ken Burns.

Doris last action as Chairman of the OCLB was to appoint a nominating committee that would include Alice, Pam, and herself to pick a nominee for the position of Chairman to replace Doris in January. They would meet to discuss whom to nominate and would report to the board by our next board meeting.

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Art made the motion to adjourn and Janet seconded.

Respectfully submitted, Dorothy Peltier, Secretary, OCLB

### **Bogart Library**

- Cynthia Jameson's story times in November featured Bananas, fall, and Turkeys.
- She presented her **White Table Veteran's Day** program to grades four and five at both Colham Ferry Elementary and High Shoals Elementary Schools.

### **Human Resources**

- We hired an additional substitute staff member, Shaman Metcalf, in November. She is trained for both libraries.
- **Jessie Johnson, Oconee County Children's Specialist, received the first Annual Staff Distinction Award at Staff Development Day.**

### **December**

#### **Oconee County Library**

- Staff, full time and part time from Oconee and Bogart, received training in the resources of the Ivy Room for Genealogy and Local History from Alice Rossiter.
- Children's Services enticed kids with "If You Give a Kid a Cookie" Saturday morning December 5, and The Mitten puppet show, on December 10, reprised from the Athens Children's Area. Jessie Johnson made backdrops, props, and enlisted volunteer Matt Schneider. Jackie Elsner and Danielle O'Day completed the puppeteer roster.
- Young Adults gave back to the community with a Presents for Pets effort: making homemade dog and cat treats for animals in the Oconee County Animal Control Shelter.
- Adult programs included a Holiday musical concert by Arioso, an a cappella ensemble who perform in Renaissance costume.
- Patrons contributed \$244.00 to help purchase items from a Give a Gift Tree display. Books for the Children's, Young Adult, and Ivy Room for Genealogy and Local History area attracted the most contributions.
- Carpets were cleaned in both libraries during our holiday closings.
- We are moving the Story Collection into the Fiction, Mystery, and Western fiction sections. Those shelves will soon display the Young Adult graphic novels.

### **Bogart Library**

- Breakfast with Santa at the Bogart Community Center drew 175 people!
- Oconee County Primary School first grades, Colham Ferry Elementary kindergarten, first, and second grades, and Malcolm Bridge Elementary kindergarten, first, and second grades all enjoyed storytelling programs by Cynthia Jameson.

**Bogart Library circulation of Young Adult material has increased 104% so far over the first six months of FY09! At Oconee County Library, the same collection shows a 46% increase from the same period.**



**October - December 2009**

**October**

**Oconee County Library**

- Young Adult services engaged the teens in creating a Haunted House: sponsored by \$100 donation from Oconee County Library Friends.
- Children's services hosted a Where the Wild Things Are program, along with the regularly scheduled Storytime, Pajama Rama, and Book Babies.
- Computer Classes will be taught by Alice Rossiter, with Mike Kastellec teaching a new series of Tech Tips.
- Reader's Services promotion of *October Country* was designed for the region by Alice Rossiter.
- Ivy Room for Genealogy and Local History Open House on October 8 welcomed patrons to the reorganized department.
- The interior of the Oconee County Library was painted October 16-18, an FY10 SPLOST budget item.

**Bogart Library**

- Kopp's Kritters brought live animals to the Bogart Library for a Columbus Day event. The tropical birds, amphibians, reptiles, and mammals were among species living on our continent when Christopher Columbus first visited in 1492.
- A new copier machine arrived in Bogart Library October 8, part of the FY10 budget allocation.
- All county library staff attended Staff Development Day October 22 in the Athens-Clarke County Library.

**November**

**Oconee County Library**

- A Charlie Brown Thanksgiving Children's Program brought in 92 children and adults, the biggest program draw this month. Kopp's Kritters arrived in Watkinsville, sponsored by the Oconee County Library Friends. Athens Academy grades two, three, and four enjoyed storytelling programs presented by Jackie Elsner, Librarian.
- The Young Adult staff offered a Twilight Prom, scheduled to ride the wave of popularity of the Twilight novels by Stephanie Meyers, and the movie release of Movie #2: New Moon on November 20.
- Mike Kastellec taught the first in a new series: Tech Tips on Twitter.

*Approved* 1/11/2010

**OCONEE COUNTY LIBRARY BOARD  
MINUTES OF THE QUARTERLY MEETING  
October 12, 2009**

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Art made the motion to adjourned and Janet seconded.

Respectfully submitted, Dorothy Peltier, Secretary, OCLB

**From:** Kathryn S. Ames  
**To:** Dorothy Peltier  
**Cc:** Jackie Elsner, Donna Brumby  
**Date:** Friday, January 8, 2010 2:03pm  
**Subject:** RE: Minutes of the OCLB October meeting

---

Dorothy, I think we did a certificate of appreciation for all 3 retiring board members and placed books in their honor in the library.

-----Original Message-----

From: "Dorothy Peltier" <dgpeltier@gmail.com>  
Sent: Friday, January 8, 2010 1:54pm  
To: "Art Zimmerman" <azimmerman1350@charter.net>, "Brian Hawkins" <bhawk8@hotmail.com>, "Deann Craft" <Dusty1GA@yahoo.com>, "Dorothy Peltier" <dgpeltier@gmail.com>, "Janet Stratton" <strattj98@yahoo.com>, "Jerry Studdard" <jdstuddard@yahoo.com>, "Kelly Holt" <kholt@uga.edu>, "Lisa Vaughn" <lvaughn@oconee.k12.ga.us>, "Patricia Hallow" <ghallow@bellsouth.net>, "Phyllis Luke" <cjluke13@yahoo.com>, "Robert Wyatt" <rewyatt@uga.edu>, "Susan Brodrick" <swellsbrodrick@bellsouth.net>, "Jackie Elsner" <jelsner@athenslibrary.org>, "Kathryn Ames" <kames@athenslibrary.org>, "Donna Brumby" <dbrumby@athenslibrary.org>  
Subject: Minutes of the OCLB October meeting

A chance to review my minutes to see if any changes are needed. See you all on Monday. Dorothy

Kathryn S. Ames, Director  
Athens Regional Library System  
2025 Baxter St.  
Athens, GA 30606  
706.613.3650 x 333  
706.613.3660 fax

app. and 1/14/2010

## MADISON COUNTY LIBRARY

### Board of Trustees Minutes

October 8, 2009

President, Mike Moak called the meeting to order at 4:30 pm in the Conference Room of the Madison County Library. Those eight members present were Mr. Mike Moak, Ms. Katherine Ames, Suzie DeGrasse, Donna Brumby, Otelyer Byrd, Ramona Booth, Karen Harrison, and Fern Coutant. Absent were Margie Richards due to health reasons. Two new members are needed to be on the Board as replacements for Jackie Griffith and Deanna Chandler

Before the business meeting started, two architectural firms who are interested in remodeling our library, spoke to us as to what they could do when incorporating our desires and initiatives. Ponder and-Ponder was the first team. They are an eleven year old firm that has done thirteen libraries here in Georgia. They had pictures and examples of their work to observe and illustrations to pass out while talking. They are all inclusive, meaning they consult with many partners such as electrical engineers, mechanical engineers, civil engineers, surveyors, interior designers, etc. They like to extrude space from gabled roof lines and like the open space concept.

The second firm was SPDG; three gentlemen gave a brief description of their backgrounds and what ideas they had to present. This is the same firm that did the library renovation in 1996. They mentioned the Cultural Center idea for the community as a gathering place. Special lighting was shown on illustration boards incorporating fibers and high tech materials. The possibility of using many cameras as a check on security, was mentioned. Because they come from Macon, GA, it was mentioned that no additional cost would be made for travel, extra renderings, and overtime.

A decision will be made as to which architectural firm will be chosen today at the end of this meeting.

As the teams left the building, the business part of our board meeting began. Ramona made the motion to accept the previous minutes and Otelyer seconded it.

Suzie gave us an update on the library statistics. Fewer masses of books are being checked out because people cannot afford to pay overdue fines on late books. Spanish/English vocabulary books are the least likely to be returned, so are automatically purchased in quantity. September was a high enrollment month because of school starting; the library almost ran out of enrollment cards. One High School Civics class requires community service and has sent over as many as six students at a time to volunteer and assist the library in any way; this also has increased the enrollment numbers. Each student must do 130 hours within a two week period; this participation has worked out very well. She also mentioned that smoking has become messy in the out of doors and requested we have a 'non smoking campus'. The Recreational Department has put up signs stating 'no tobacco on campus', and maybe we could do something like that.

Ms. Ames mentioned that Madison County Library is now fourth on the state list for renovation, while Royston Franklin Springs Library is third. We must have our drawings and details for the renovation in by October 15, 2009. She mentioned the reduction in state monies per child

formerly ranging from sixty cents, then thirty cents and now sixteen cents with the anticipation of the amount being reduced to ten cents. Fund raising will be a necessity.

Donna mentioned the use of the Smart Filter, which is being sold to libraries to filter out undesirable qualities i.e. violence, drugs, sex, etc., but unblocking will unblock all categories, not just one.

Jennifer Ivey has made over 50 visits in the last quarter to Pre Kindergarten Schools, Head Start Schools, and Day Care Programs, etc .. It requires a lot of gas, thus higher financial cost, but all agreed it was very worthwhile and should be continued.

The Friends of the Library Book Sale in September netted \$4,200.00. The \$5.00 per bag sale at the end of the selling period is especially financially productive.

A private ballot was taken and tabulated. Ponder and Ponder got the majority of votes and will undertake the additions and renovation.

Our next meeting will be January 14,2010 at 4:30. Adjournment was initiated by Ramona and seconded by Otelyer.

Respectfully submitted.

Fern Coutant, Secretary

Approved 1/11/2010

## Winterville Library Board

### Minutes

October 12, 2009

Present – Donna, Linda, Lizz, Walker, Bob, Marilyn, Maxine, and Diana

Call to order – Linda called the meeting to order.

July minutes were approved on a motion by Walker and a second by Maxine. All in favor.

- **Next year's meetings:**

- Monday January 11, 2010

- Monday April 12, 2010

- Monday July 12, 2010

- Monday October 11, 2010

- **Officer Positions (terms begin 10/2009 through 10/2010):**

- Chair – Diana

- Vice Chair – Walker

- Secretary – Marilyn

- ACC Representative – Linda

- **Board member terms:**

- Bob White – Term through 10/10

- Linda, Maxine, and Marilyn – Terms through 10/11

- Walker and Diana – Terms through 10/12

- Linda's term as ACC Library representative through 10/2010. We will need to find someone who can fill this role once her term expires.

- **News from FOWL** – The City of Winterville has donated the use of the old City Hall to FOWL to use for a book sale location. The store will be open the same hours as the Library and volunteers from FOWL will run it. Jan Mazucco is the volunteer coordinator for this endeavor. The first night of business will be the night of Christmas in Winterville. This new endeavor will be advertised in the upcoming Winterville Gazette.

- **Library Survey** – Diana asked for help administering a survey that Clare Auwarter has compiled for Friends groups. The survey measures library use and reasons for use/non-use. Diana gave the survey to all board members to complete and return to her.

- Surveys can be sent by mail to Diana Hartle 105 Dixon Dr. Winterville, GA 30683.

- **Lizz's Report** – Since last meeting, there have been 2,372 visitors to the Winterville Library. This is up from last year.

- **Donna's Report** – There is a new Saturday person – Alana Mashburn. She is also working the Wednesday hours.

- **New Business**

- Polar Express

- Linda will ask Agnes to read
- Marilyn will sing
- Lizz will contact Winterville Elementary School to make sure we don't conflict with their events – possible dates 12/14; 12/15; or 12/17
- We will show a video beforehand
- Diana will put sign up on the marquee
- Who's bringing what?
  - Maxine – Chex Mix
  - Linda – chocolate-covered pretzels
  - Diana – cookies
  - Walker – cookies
  - Marilyn – hot chocolate & marshmallows
  - Bob – cheese ball & crackers

Bob mentioned the Community Forum planned for 11/5/2009 @ 7pm to discuss potential uses for the old school buildings.

*approved 1/11/2010*

**Franklin County Library Board  
Minutes: Regular Quarterly Meeting  
October 12, 2009  
Royston Public Library Branch**

Members present: Ed Bowns, Teresa Crawford, Logan Mathis, Gayle Maxwell, Wayne Miller, Rita Shoemaker, Cheryl Slater, Jack Slaton  
Library personnel present: Kathryn Ames, Emma LeCroy, Rosie Chitwood, Donna Brumby  
Members absent: Kasie Freeman, Sid Ginn

Chairperson Rita Shoemaker called meeting to order.  
Donna Brumby was named to record minutes of the meeting in the absence of the Secretary.  
Meeting agenda was approved.  
Minutes of previous meeting (July 13, 2009) were approved, with corrections to date of previous meeting and clarification concerning the book review report.  
No public comments were offered.

**Director's report**

Kathryn Ames presented the financial report, noting these highlights:

- The e-rate rebate for the telephone budget has not yet been received, but is expected soon.
- The Board of Education has been billed; the cities will be billed after January 1, 2010.
- Ed Bowns reported that he sent letters to Levi Moore and David Strickland concerning their previous pledges of monetary donations. So far Mr. Moore has sent in his \$500.00 pledge.

Other ARLS news included:

- Ms. Ames urged Board members to continue encouraging local Georgia legislators to support funding for the Franklin County library building project in Royston.
- GPLS has approved a T1 high speed Internet line for a library Resource Center in the Carnesville City Hall. The only obligation ARLS will assume is for the CIPA filtering of any computers connected this line in the Resource Center.
- Ms. Brumby shared some Summer Reading Program combined statistics for Franklin County as compared to the entire Regional System.
- State funding for library materials for FY2010 has fallen to 16.5 cents per capita.
- Although Ms. Ames believes it can be avoided through the end of 2009, ARLS may face furloughs and resulting library closings sometime during 2010.

**Branch reports**

Ms. LeCroy highlighted the following from her submitted report for Lavonia:  
○ The Friends of the Lavonia Library recently hosted the annual Fun Run/Walk.

Ms. Chitwood's report for Royston included:

- Royston is planning to participate in ALA's National Game Day.

- Staff member Tiffany Speed has completed two WebJunction GA online staff development courses.

#### Old business

- Royston building project:
  - ◆ The Building Committee recommended hiring Ponder and Ponder as the architectural firm for the project.
  - ◆ Mr. Slaton moved to accept this recommendation, Ms. Crawford seconded and the motion passed.
  - ◆ Mr. Bowns will make a formal request to the Athens Regional Library Board to approve the construction project and to delegate authority for the Building Committee of the Franklin County Library Board to make day-to-day decisions in conjunction with Ms. Ames.
  - ◆ Ms. Shoemaker proposed the Board hosting an open house at the Royston Library to introduce the building project and to invite local legislators and funding agencies. She will call and see which dates before Christmas 2009 might be good for the legislators and let Ms. Ames know.
- Ms. Shoemaker and Ms. Crawford made their committee report on the Request for Reconsideration on the title Politically Correct Bedtime Stories by James Finn Garner. The committee recommended retaining the title as it is currently classified in adult fiction. The Board approved this recommendation. Ms. Shoemaker will send notification to the patron who submitted the Request.
- The Board discussed a possible joint Friends of the Library fundraising event for Lavonia and Royston. Ms. Shoemaker appointed a fundraising committee consisting of Ms. Shoemaker, Mr. Bowns and Mr. Mathis. Ms. Ames will put together a list of fundraising ideas for this committee to pursue.
- The Board discussed requesting increases in funding from each of the cities. Requests for increases will be made to Lavonia, Franklin Springs and Cannon at this time since they operate on a calendar year. The Board requested that Ms. Ames put together figures to present to Lavonia, requesting they double their current financial support of the library. The Board will discuss budget requests for the other funding agencies at the January and April Board meetings.
- Ms. Shoemaker, Mr. Bowns and Ms. Brumby are still waiting to meet with Ms. Hill concerning the Franklin County Schools 21<sup>st</sup> Century Grant.
- The Board discussed and passed an amendment to the Constitution and Bylaws of the Franklin County Library Board. The amendment allows for co-chairmen, serving staggered terms. Other adjustments of language will need to be made throughout to reflect this change.

#### New business

- Ms. Brumby shared information explaining the current CIPA compliance filtering levels in the Franklin County Libraries. The Board will discuss and vote at the January 2010 meeting on Internet filtering levels in the libraries.
- Board membership

- ◆ Ms. Shoemaker will send letters to the County Commission and to the City of Lavonia about re-appointing Mr. Miller and Mr. Mathis to the Library Board of Trustees. Mr. Miller's term would run through June 30, 2012. Mr. Mathis will be filling an unexpired term, also running through June 20, 2012.
- ◆ Ms. Shoemaker will send notice to Sid Ginn that he has missed three consecutive Board meetings and thus will be replaced on the Board.
- Ms. Brumby shared information explaining the current CIPA compliance filtering levels in the Franklin County Libraries. The Board will discuss and vote at the January 2010 meeting on Internet filtering levels in the libraries.

The meeting was adjourned.

The next regular meeting of the Franklin County Library Board is scheduled for 10:00 am, January 11, 2010, at the Lavonia-Carnegie Library.

Agenda  
Athens Regional Library Board  
April 15, 2010

Call to Order

Minutes of the January 21, 2010 Meeting

Public Comment

Adopt Agenda

Financial Report

Staff Report – Talking Book Center

Regional Reports

Director's Report

Unfinished Business  
Legislative update

New Business

    Proctoring Policies and fees  
    Fees for faxing and copying

Other Business

Director's Evaluation – Mr. Shapiro

Announcement – Doing Frontline Library Advocacy, April 26  
DeKalb County Public Library – Decatur, GA.  
9:30-2:30 p.m. (Handout)

Next Meeting is July 15, 2010 at 3:30 p.m.

**ATHENS REGIONAL LIBRARY**  
**Minutes of January 21, 2010 Meeting**

Meeting was called to order by Chairman, Mr. Greg Jones (Oglethorpe County) at 3:30 PM. Present were, Mr. Miller (Franklin County) (late) and Ms. Crawford (Franklin County); Mr. Gresham (Oglethorpe County); Ms. Stratton and Mr. Zimmerman (Oconee County); Ms. Bogue, Ms. Lane and Mr. Timmons (Athens-Clarke County); Mr. Nale, Ms. Booth, Mr. Moak (Madison County). Mr. Shapiro (Oglethorpe County), Mr. Bowns (Franklin County) and Ms. Dunn (Athens-Clarke) (excused) were absent. Staff present were Mrs. Ames, Mrs. Simonds, Ms. Atwood, Mr. Deal and Mr. Katzman, who recorded the minutes.

The minutes of Oct. 15, 2009 board meeting were unanimously approved, pending a check to see if Mr. Gresham was present. He confirmed that he attended. The agenda was unanimously adopted.

There was no public comment.

**Financial Report**

Ms. Simonds said that we are at 50% of the fiscal year. Expenditures totaled 48.09%. Revenues were at 48.23%. All of the local governments have been billed for their current funding level. Outside grants totaled \$160,920.79. She pointed out the list of the grants on the handout.

Regional Reports followed from each county.

**Athens-Clarke:**

Ms. Bogue addressed the upcoming 2011 SPLOST proposal and its defense before the Commissioners. Our priorities are with a new cooling tower, retrofitting lights, LEEDS standards, money for books, future East Side and West Side Branches. Since the Branches require more staff and constant additional funding the feeling is that they may not go over well with the Commissioners. It will be an uphill battle, she said. She spoke about the scenarios for more budget reductions, from 0-5%, and how they would impact services.

**Franklin County:**

Ms. Crawford announced that the architectural firm Ponder and Ponder was chosen for the Royston expansion project. She mentioned that state funds are not looking good, but that they did have a \$400,000 donation from a benefactor. She said that they lost Tiffany Speed who is now the Oglethorpe Branch Manager. Finally she said that "hopefully Franklin County will put us in

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Athens Regional Library  
January 21, 2010

their budget."

**Oglethorpe:**

Mr. Gresham said that longtime Branch Manager Jan Burroughs had gone to the Elbert County Library, and that Tiffany Speed was their new Branch Manager. There have been some part time personnel changes, he said. The Friends have lost their President, and the next book sale has been postponed. He said that it was a rebuilding year in Oglethorpe.

**Madison:**

Mr. Nale brought up the topic of smart filters for computers. Some were opposed to them, others not. He said that the last Friends book sale was their best ever, bringing in \$7,000 to the library. Mr. Moak said that they have not given up on the construction project, and that they needed to get off of the septic system. The hope is that a line might be put under the road to the jail, who offered to pump. He said that there was a Friends meeting this Sunday and they had a challenge. Someone said they would match of the Friends would and this led to a \$250 donation for CD's. Mr. Moak reported that stats were same or going up. He reported that Suzie DeGrasse had completed her MLS but is not going anywhere except for the Library of Congress.

**Oconee:**

Mr. Zimmerman reported that both computer use and attendance were up. He said that the computer courses in keyboarding skills and introduction to computers were going well. They held an open house for genealogy and history in the Ivy Room, and the staff all had training. He reported that there was an article in the Oconee Enterprise Living Section about Alice Rossiter. He said that their first fiction writing class sold out and looks to continue to be very popular. They also had another program of "Tech Tips" about Twitter. They have two new Board members, he reported. He mentioned that Jesse Johnson had received the first Annual Staff Distinction Award at our Staff Development Day for her innovative programming. He said that Jackie Elsner wanted to talk to the Rotary Club about the Oconee Library. Mrs. Ames said that the Rotary Club in our area has been very supportive of the library, sometimes financially.

In her Director's report, Mrs. Ames gave the bad news that the Governor's budget eliminated all of the library construction projects. She implored everyone to contact our entire legislative delegation to support library construction. It will take a grassroots effort, she said. Then she announced Library Legislative Day,

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January 21, 2010

Feb. 25, and the deadline of Feb. 12 for registration forms to be turned into Administration. She spoke of the library survey for non-library users and reiterated that we need to promote our services. She announced that there was an important meeting on Feb 6 at 1 p.m. in our Auditorium regarding the future of the Talking Books service in Georgia, and urged all to attend. Mrs. Ames reported on the survey taken at the Athens Farmer's Market which focused on non-users of the library. Everyone who took the survey there had a library card. At other locations 38% of people had no library card and were asked what would entice them to get one. Some said retirement, some when they had children, and some when their children were gone from home. For people over 50, with college degrees that make \$50-\$80,000 a year, most had no children at home and said that they preferred to buy their own books. We need to promote our services, she said.

### **Unfinished Business**

Financial Policies – Ms. Simonds and Ms. Stratton presented the new Financial Policy book they have been working on. Ms. Stratton emphasized that they were “our” policies and they have worked hard to consolidate them. She said that everyone should become familiar with them. Mr. Gresham mentioned that there were a few typos. There was a vote to approve the Financial Policy with the corrections on a motion by Mr. Gresham and a second by Mr. Miller. The vote was unanimous. (The typos have been corrected, per Ms. Simonds 3/25/2010)

Review of Problem Behavior Manual – Ms. Atwood said that the Problem Behavior Manual was a much-updated one from what the Resource Team did in 1999. She emphasized that all procedures are based in policy. They worked hard to clarify progressive actions and gave scripts for staff to follow with patrons. She said that front line staff needed this very badly to help them in addressing problems that might arise. The Problem Behavior Manual was approved unanimously after a motion from Ms. Bogue and a second from Ms. Crawford.

### **New Business:**

1. Approve contracts from Ponder & Ponder for Royston and Madison County Libraries. Mrs. Ames said that they will be doing drawings for both libraries and that we can begin doing some fundraising. Grassroots efforts will help, she said. Madison: On a motion to ratify the contract by Mr. Nale and a second from Mr. Gresham, the contract was approved unanimously. Royston: Ms. Crawford said she liked Ponder & Ponder as they had a very good presentation and presented

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January 21, 2010

a lump sum fee. On a motion to ratify the contract by Ms. Booth and a second from Ms. Bogue, the contract was approved unanimously.

2. Passport Policy – Mr. Timmons reiterated that these were mandated changes from the State Department which we must adopt. The vote to accept the changes was unanimous.

3. FMLA Military amendments – Mr. Timmons reiterated that these were mandated changes which we must adopt, which was done unanimously.

4. Computer Use Policy – Mr. Deal explained the policy. He said that it was to define acceptable use for our libraries. We have never had such a policy, he said. There was a question about why library users do not have to have a card to use computers. Mrs. Ames said that it is because in the State of Georgia this is a free, basic service. Anyone can get a pin number and use a computer for the set time allowed. She also mentioned that we do screen with filters but what people do is up to them. There was a motion to approve the plan by Mr. Nale with a second by Ms. Bogue. It was approved unanimously.

5. Technology Plan - Mr. Deal explained the policy. He said that the purpose was to specify goals and priorities and is required to receive e-rate discounts. It needs to be reviewed every two years, he said, and can be revised during the year. It is also required by the State. There was a motion to approve the plan by Mr. Nale with a second by Mr. Timmons. It was approved unanimously.

6. Social Media Policy - Mr. Deal explained the fact of the many new social media tools on the Internet and that both staff and patrons are using them, and it gives the power of instantaneous publication. The policy is designed to give guidelines "in order to assure effective and appropriate information, security, responsible speech, and privacy protection." Ms. Stratton thought it was inappropriate for staff to use social media during work hours. Mr. Jones wanted to strike point 6 as social media is sometimes used as part of regular interaction, and it might just be better handled by Management. Mr. Deal also thought that it might be better if point 6 were stricken, making it a silent policy. There was a motion to strike point 6 by a motion from Mr. Timmons with a second by Mr. Nale. It was approved unanimously. There was a motion to approve the Social Media Policy from a motion by Mr. Nale and a second by Mr. Zimmerman.

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Athens Regional Library  
January 21, 2010

7. Appoint Fran Lane as At-Large Representative to Executive Board. Ms. Lane was approved unanimously by a motion from Mr. Nale and a second by Mr. Moak.

**Other Business**

Mrs. Ames again mentioned Library Legislative day on Feb 25. She urged everyone to participate and to send in their forms before Feb 10<sup>th</sup>.

The meeting was adjourned at 4:50 p.m. following the announcement that the next meeting is on April 15, 2010 at 3:30 p.m.

**FY2010**  
**Athens Regional Library**  
**July 1, 2009 through March 31, 2010**

<b>Revenue:</b>	<b>Budget Amount</b>	<b>Amount Received</b>	<b>Balance</b>	<b>% of Budget Received</b>
<u>Regional:</u>				
Outreach	107,400.00	80,550.00	26,850.00	75.00%
Interest	4,000.00	3,001.20	998.80	75.03%
Carry over from FY09	4,752.00	-	4,752.00	0.00%
Lost Book Charges		7,337.67	(7,337.67)	
Personnel	661,255.57	495,941.68	165,313.89	75.00%
Materials*	41,468.97	31,101.73	10,367.24	75.00%
System Services Grant	143,959.62	107,969.72	35,989.91	75.00%
Special Needs Learning Center	131,091.20	98,318.40	236,934.17	75.00%
	<b><u>1,093,927.36</u></b>	<b><u>824,220.39</u></b>	<b><u>473,868.34</u></b>	<b><u>75.35%</u></b>

\*Includes a total reduction of \$88,439.67

**Athens-Clarke County:**

Board of Commissioners	1,676,219.00	1,257,164.25	419,054.75	75.00%
City of Winterville	18,000.00	9,000.00	9,000.00	50.00%
Fines and Fees	88,075.00	75,249.73	13,415.27	85.44%
Outside Revenues	66,025.00	-	66,025.00	0.00%
Interest	6,000.00	4,312.46	1,687.54	71.87%
Totals	<b><u>1,854,319.00</u></b>	<b><u>1,345,726.44</u></b>	<b><u>509,182.56</u></b>	<b><u>72.57%</u></b>

**Franklin County:**

Board of Commissioners	30,000.00	22,500.00	7,500.00	75.00%
Board of Education	27,000.00	27,000.00	-	100.00%
Cities of Lavonia, Royston, Canon	-	-	-	
Carnesville & Franklin Springs	30,950.00	24,625.00	6,325.00	79.56%
Transfer from Reserve	1,090.54	-	1,090.54	
Fines and Fees	8,500.00	10,624.92	(2,124.92)	125.00%
Totals	<b><u>97,540.54</u></b>	<b><u>84,749.92</u></b>	<b><u>12,790.62</u></b>	<b><u>86.89%</u></b>

**Madison County:**

Board of Commissioners	173,015.00	129,761.25	43,253.75	75.00%
Fines, Fees and Copy Machines	11,000.00	8,901.12	2,098.88	80.92%
Totals	<b><u>184,015.00</u></b>	<b><u>138,662.37</u></b>	<b><u>45,352.63</u></b>	<b><u>75.35%</u></b>

**Athens Regional Library**  
**July 1, 2009 through March 31, 2010**

<b>Revenue:</b>	<b>Budget Amount</b>	<b>Amount Received</b>	<b>Balance</b>	<b>% of Budget Received</b>
<b><u>Oconee County:</u></b>				
Board of Commissioners	395,336.00	395,336.00	-	100.00%
Board of Education	20,000.00	20,000.00	-	100.00%
City of Watkinsville	11,000.00	13,500.00	(2,500.00)	122.73%
City of Bogart	6,000.00	-	6,000.00	0.00%
Fines and Fees	29,000.00	24,084.83	4,915.17	83.05%
<b>Totals</b>	<b>461,336.00</b>	<b>452,920.83</b>	<b>8,415.17</b>	<b>98.18%</b>
<b><u>Oglethorpe County:</u></b>				
Board of Commissioners	55,781.00	41,835.78	13,945.22	75.00%
Board of Education	15,000.00	-	15,000.00	0.00%
City of Maxeys	200.00	-	200.00	0.00%
City of Crawford	500.00	-	500.00	0.00%
City of Arnoldsburg	500.00	-	500.00	0.00%
Ctiy of Lexington	500.00	-	500.00	0.00%
Fines, Fees and Copy Money	8,500.00	9,348.86	(848.86)	109.99%
Meeting Room	300.00	175.00	125.00	58.33%
Transfer from Reserve	4,451.55	3,338.66	1,112.89	75.00%
<b>Totals</b>	<b>85,732.55</b>	<b>54,698.30</b>	<b>31,034.25</b>	<b>63.80%</b>
<b>GRAND TOTALS</b>	<b>3,776,870.45</b>	<b>2,900,978.25</b>	<b>875,892.20</b>	<b>76.81%</b>

**Athens Regional Library**  
**FY2010**  
**July 1, 2009 through March 31, 2010**

<b><u>Expenditures:</u></b>	<b>Budget <u>Amount</u></b>	<b>Amount <u>Expended</u></b>	<b>Balance</b>	<b>% of Budget <u>Expended</u></b>
<b><u>Regional:</u></b>				
Wages/Benefits Courier	8,055.81	6,194.28	1,861.53	76.89%
Vehicle Operating &Repairs	9,810.00	3,912.45	5,897.55	39.88%
Summer Reading Club	4,000.00	49.67	3,950.33	1.24%
Staff Development Day	1,500.00	1,225.12	274.88	81.67%
Debt Collection Service	15,000.00	8,717.30	6,282.70	58.12%
Workers Compensation	12,000.00	10,206.00	1,794.00	85.05%
Professional Fees	4,575.00	4,321.24	253.76	94.45%
Postage	7,000.00	6,765.49	234.51	96.65%
Travel	8,807.19	2,619.71	6,187.48	29.75%
Printing and Publicity	2,000.00	415.88	1,584.12	20.79%
Dues/Registration	2,000.00	1,822.00	178.00	91.10%
Computer Maintenance	2,420.00	-	2,420.00	0.00%
Insurance	17,142.00	17,142.00	-	100.00%
Supplies	21,842.00	6,458.52	15,383.48	29.57%
Personnel	661,255.57	495,941.68	165,313.89	75.00%
Materials	41,468.97	33,198.94	8,270.03	80.06%
System Services Grant	143,959.62	107,969.72	35,989.90	75.00%
Special Needs Learning Center	131,091.20	103,695.47	27,395.73	79.10%
Totals	<u>1,093,927.36</u>	<u>810,655.47</u>	<u>283,271.89</u>	<u>74.11%</u>

<b><u>Athens-Clarke County:</u></b>				
Outreach	44,000.00	33,000.00	11,000.00	75.00%
Personnel	1,563,423.00	1,136,747.62	426,675.38	72.71%
Operating Expenses	246,896.00	164,477.64	82,418.36	66.62%
Totals	<u>1,854,319.00</u>	<u>1,334,225.26</u>	<u>520,093.74</u>	<u>71.95%</u>

**FY2010**  
**Athens Regional Library**  
**July 1, 2009 through March 31, 2010**

<b><i>Expenditures:</i></b>	<b>Budget <u>Amount</u></b>	<b>Amount <u>Expended</u></b>	<b>Balance</b>	<b>% of Budget <u>Expended</u></b>
<b><i>Franklin County:</i></b>				
Outreach	15,000.00	11,250.00	3,750.00	75.00%
Personnel	75,218.14	54,769.35	20,448.79	72.81%
Operating Expenses	7,322.40	5,874.36	1,448.04	80.22%
Totals	<u>97,540.54</u>	<u>71,893.71</u>	<u>25,646.83</u>	<u>73.71%</u>
<b><i>Madison County:</i></b>				
Outreach	14,900.00	11,175.00	3,725.00	75.00%
Personnel	136,881.00	103,262.17	33,618.83	75.44%
Operating Expenses	32,234.00	22,138.56	10,095.44	68.68%
Totals	<u>184,015.00</u>	<u>136,575.73</u>	<u>47,439.27</u>	<u>74.22%</u>
<b><i>Oconee County:</i></b>				
Outreach	23,000.00	17,250.00	5,750.00	75.00%
Personnel	401,894.00	288,550.79	113,343.21	71.80%
Operating Expenses	36,442.00	24,628.66	11,813.34	67.58%
Totals	<u>461,336.00</u>	<u>330,429.45</u>	<u>130,906.55</u>	<u>71.62%</u>
<b><i>Oglethorpe County:</i></b>				
Outreach	10,500.00	7,875.00	2,625.00	75.00%
Personnel	65,614.00	49,819.23	15,794.77	75.93%
Operating Expenses	9,618.55	4,370.08	5,248.47	45.43%
Totals	<u>85,732.55</u>	<u>62,064.31</u>	<u>23,668.24</u>	<u>72.39%</u>
<b>GRAND TOTALS</b>	<b><u>3,776,870.45</u></b>	<b><u>2,745,843.93</u></b>	<b><u>1,031,026.52</u></b>	<b><u>72.70%</u></b>

## Athens Regional Library Outside Grants FY2010

<b>Grantor</b>	<b>Grant Description</b>	<b>Amount</b>
Target	Materials Grant Children's Literature	3,000.00
ACCL Endowment	Materials Grant Children's Literature	15,000.00
Friends of the Athens-Clarke County Library	Wish List	18,100.00
FINRA Gates Foundation	"Money Matters" Grant	94,590.00
ALA Travel Grant	Travel to PLA	4,790.00
ALA/ National Library of Medicine	Traveling Exhibit " Harry Potter's World Renaissance, Science, Magic and Medicine" Grant	1,200.00
National Endowment for the Humanities	Picturing America pictures for Pinewoods and ACCL	-
National Endowment for the Humanities	"We the People -More perfect Union" materials grant	280 books
Emmanuel Thrift House	Large Print Books Grant	1,200.00
Emmanuel Thrift House	Books for Children and Young Adults	500.00
Nippon Foundation Grant	100 Books on Contemporary Japan	-
Clarke County School District	Project Horizons Storytelling Grant	6,500.00
Madison- Morgan Cultural Center	"Art for Athens Kids" Grassroots Arts Grant	1,415.00
Madison- Morgan Cultural Center	"Art in the Rainforest" Oglethorpe Co.Grassroots Arts Grant	980.00
Madison- Morgan Cultural Center	"A Good Life: Stories from Madison County" Grassroots	1,400.00
Athens Jewish Film Festival and ACCL	"Yiddish Theater: A Love Story" Film	-
E-Rate	Educational Discount on telephone grant	15,243.08
American Library Association	"Dollar General" for American Dream Grant	5,000.00
Plumb Creek Timber Company	Books for Summer Reading Club	897.00
<b>TOTAL</b>		<b>169,815.08</b>

### In Progress

USDA Rural Development Office	Royston Library	50,000.00
USDA Rural Development Office	Madison County Library	50,000.00

### Grants Applied For

Institute of Museum and Library Science	Library Grant	275,000.00
Georgia Humanities Council	Harriet Powers Grant	2,000.00
Jenny Jones Foundation	Pinewoods Grant	25,000.00
<b>TOTAL</b>		<b>302,000.00</b>

# Talking Book Center Activity

## July 2009 – March 2010

### Patron Statistics:

- Signed up 111 new readers
- Discontinued 78 readers
- Served 198 institutional accounts
- Served 1534 individual users in 21 counties:
  - Banks: 15
  - Barrow: 61
  - Clarke: 190
  - Elbert: 30
  - Franklin: 43
  - Greene: 32
  - Gwinnett: 510
  - Habersham: 57
  - Hancock: 10
  - Hart: 34
  - Jackson: 62
  - Jasper: 13
  - Madison: 43
  - Morgan: 46
  - Oconee: 107
  - Oglethorpe: 27
  - Putnam: 13
  - Rabun: 38
  - Stephens: 44
  - Walton: 103
  - White: 56

### Circulation:

- Items circulated: 44, 226

### Outreach:

- 129 visits/meetings
- 13 programs
- 130 blog posts

### Outreach Highlights:

- Provided 34 public digital demonstrations
- Membership in Athens Council of Blind, Gwinnett Senior Provider Network, and Northeast Georgia Senior Provider Network
- Participation in Clarke, Walton, and Gwinnett School District Transition Fairs
- Participation in Athens Senior Expo and Athens Disability Awareness Expo
- Hosted regional Talking Book Public Forum

March 30, 2010  
FOR IMMEDIATE RELEASE:

## GLASS MEETINGS SHOW STATEWIDE SUPPORT FOR GEORGIA'S TALKING BOOK CENTERS

The results are in from the series of 12 public meetings held around the state in the first quarter of 2010, and those people who live within an easily traveled distance of a Georgia Talking Book Center (TBC) want their center to remain as is.

Georgia Libraries for Accessible Statewide Services (GLASS) conducted the meetings to give patrons the opportunity to share suggestions for service improvements. The goal is to provide more efficient, effective service to citizens with visual or physical disabilities that prevent the use of regular print materials.

"Those who attended our meetings were quick to point out that they enjoy the personalized service they receive from the committed and knowledgeable staff members at Georgia's TBCs," said Lyn Hopper, assistant state librarian for library development.

The GLASS network of 11 libraries and one outreach center serves every corner of the state, offering a variety of programs and support services, including the distribution of Braille and audio materials from the National Library Service for the Blind and Physically Handicapped that are circulated to eligible borrowers in the United States by postage-free mail. GLASS network members are strategically located throughout the state, and the network maintains affiliations with each of the state's nearly 390 public libraries.

"People who live farther away from a center may not get the same browsing opportunities as those who do live near a TBC," Hopper said, "and mail service from the Atlanta and North Georgia centers to patrons in South Georgia seems much slower than to and within the northern half of the state. So we clearly have work to do to solve these and other issues. But because of the overwhelming need and support for this service, there will be no changes to the GLASS network in fiscal year 2011."

GLASS Director Stella Cone said that duplication of and within collections needs to be reduced, and that TBC staff members often must spend too much of their time processing mail. "The time spent on mail clearly would be better spent providing personal service to patrons," she said. "If there's anything we have learned from these meetings, it's that the personal touch from a trusted readers' adviser is among the most important aspects of what the GLASS network provides.

"Many patrons like being able to visit their accessible library, but they are also happy with service by phone, as long as they have a toll-free number and a consistent and trusted person to help them."

Cone noted that GLASS patrons and staff who attended the meetings were nearly unanimous in voicing their belief that outreach services should be as localized as possible — ideally in every county or in small, multicounty areas.

"Library systems that don't currently host TBCs would need staff and staff training for this, and that may not be possible in the current economy," she said, "so we will be looking at ways to provide a more balanced distribution of service, raise awareness in the areas where no local TBC exists, and better integrate patrons into our services through regular libraries. Mail distribution can be handled anywhere, as long as delivery times are fast."

Hopper indicated that other opportunities for improving GLASS service include developing Friends groups for the GLASS outlets, partnering with other service organizations, and using current TBC staff — as well as interested patrons — to help train public library staff in the initial sign-up and delivery phases of GLASS service.

The planning team will continue to gather additional data and will meet again this summer to determine and refine the most effective methods for providing statewide services. Information of particular interest to the team includes:

- \* an examination of the effectiveness and efficiency of the outreach center model (currently used by the LaFayette outreach center and Rome's Northwest Georgia Talking Book Library);
- \* a cost study comparing a centralized mailing service to the current

model;

\* use statistics by county to compare levels of service throughout the state; and

\* an online survey and possibly more public meetings to gather input from patrons who live in counties without a local library for accessible services.

A short, online survey about Georgia's TBCs and the services they provide is now available at [www.georgialibraries.org/glass/](http://www.georgialibraries.org/glass/). GLASS encourages all users of the service, affiliated service providers, and library staff — especially those in communities where no TBC is located — to complete the survey by May 31.

###

For more information, contact:

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Director, Communications

Georgia Public Library Service

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[dbaker@georgialibraries.org](mailto:dbaker@georgialibraries.org)

Director's Report  
April 15, 2010

Senator Jack Hill, Chair of the Senate Appropriations Committee, is looking at the possibility of adding some few library construction projects back into the Senate's version of the fiscal year 2011 budget. We have two library construction projects valued at over \$3 million that we'd love to have funded. The House version of the budget included no library projects. Last year, the Senate added back projects, including the addition and renovation for Athens, and we hope that they will do add back our libraries this year. Both projects, Madison County and Royston Public Libraries, have active support from boards and officials who have been in touch with various Senate members. We should know soon which projects were selected. Even if the Senate adds in libraries, the projects must be approved by the Conference Committee so it won't be official until the final vote now scheduled to be on April 30, 2010 and followed by the Governor's signature.

The Legislature continues to meet; the House version of the budget projects an additional 3.1% reduction. I have spoken with the state librarian who does not yet have any details as to how this will be calculated with our grants, but I'm expecting frozen positions to continue. A 3.1% reduction is approximately \$25,000 in adjustments and will likely mean some compromises will be required in our regional services budget. Budgets and budget adjustments will be addressed at the July meeting. One option may be to plan a system-wide furlough day next fiscal year.

We finally have a verbal contract between Athens-Clarke County and the architects! Keith Sanders from the SPLOST office reports that we have an agreement! Once the contract is formally signed, final drawings and design with estimates will be underway. We have had a couple of changes over the past three years and the final design will be completed over the summer, bid documents prepared and bids accepted with an official groundbreaking sometime in November most likely. We already have contracts with the Ponder and Ponder firm to begin design for Madison County and Royston. This process will begin next week with a discussion of work-flows in each library. Our goal is to complete a preliminary design and drawings that can be used for fund-raising efforts by each local board and Friends. If they are not funded by state grants this year, we will still use the design for a campaign.

The Citizen's Advisory Committee on the Athens SPLOST ranked the Athens Library's book and RFID project into their top five initially. We got many excellent comments and questions from the Committee following our presentation to the group and hope to make it into the final package. The Commissioners will make a decision this summer about approved projects and the entire SPLOST package will be on the November ballot.

We have several grants currently in the pipeline. After much discussion, we decided not to apply for a Broadband Stimulus grant because a proposal from GPLS would over-rule ours. I will be meeting with Georgia Public Library Service on May 7 about a technology initiative which may focus on community computer centers and access.

1. IMLS proposal with Lyndon House Arts Center and others, over \$400,000 for services to Baby Boomers.
2. American Dream for the Pinewoods Library [funded by ALA and Dollar General] for \$5000--already approved, but \$ not yet here.
3. Jenny Jones Foundation for Pinewoods facility, \$25,000. This grant would enable us to move the trailer to the front of the park and add a third classroom to allow students and tutors to work

together. Pinewoods management has offered us a location at the front of the park which would make access easier for all.

4. USDA Rural Development for Libraries -- Royston equipment \$50,000 [now considered "eligible"]. There will be a public hearing conducted by the Mayor of Royston on April 22 and then we expect to receive positive news about this grant.
5. USDA Rural Development for Libraries -- Madison County equipment, \$50,000 [not yet completed all requirements, but getting much closer]. This will enable the library to purchase badly needed computers and equipment for the building.
6. Harriet Powers grant proposal to the Georgia Humanities Council for \$2000.
7. National Endowment for the Humanities grant, Building Unity, is a 20-book set for 13 locations, and programming to accompany them. We have mostly completed the Grassroots Arts grants and the Target grant.
8. Summer Reading Humanities Mini-Grants to Support Summer Reading at 11 locations and the Talking Book Center, \$6000. We will offer Young Adult programs in Franklin County and purchase books for all locations.

At the recent Public Library Association meetings held in Portland, Oregon, I was honored to receive a plaque recognizing our Pinewoods Branch as a finalist as the Best Small Library in America. The dinner was organized by Library Journal and the Bill and Melinda Gates Foundation. I met Jill Nishi who is the Gates Foundation person in charge of library programs—very exciting to hear about some of their thoughts. The grant from Library Journal [\$5000] covered the costs of attendance in Portland and ALA membership for the Library.

The theme of the conference was change. How staff adapt [and don't adapt] to change, use of social media, buildings that adapt to change [put wheels on everything!], and collection development were some of the topics that were discussed. The benefit in attending such conferences, in addition to hearing the latest thoughts about libraries, is networking and we met librarians from all over the country. Budget was the number one concern, but the resilience in responding to this challenge was encouraging! California libraries in particular are among the hardest hit through the economic climate. However, they emphasized that customer service was their number one priority. We should take that thought to heart!

As always, we have turn-over and change. Clare Auwarter, Assistant Director for Special Projects and former Oconee County Librarian, retired on March 30 and that position will be unfilled. We are awaiting the Athens-Clarke budget information before determining how to fill the vacant Circulation Manager position. Aida Quinones has accepted the position of Branch Manager at Pinewoods after working for several years as the Clarke School District Family Engagement Specialist. And we have several temporary assignments to cover surgery and other unexpected issues. In all, our staff throughout the system has been very flexible about new assignments, sharing staff, and helping to resolve shortfalls. Public service is critical and we'll make every effort to meet public demand.

In May, I'll be meeting with the staff leadership team from the Columbus Library System to talk about how we set up services to the Hispanic community, discuss what works and what doesn't, and suggest ways to get their program up and running. I've invited Donna Brumby and Aida Quinones to come along for the daylong event.

*Make a Splash! Read!* The Summer Reading Program will be here soon!!! We've planned a summer full of activities for all ages and hope you will join us to read a lot of books. If you are planning a trip, download some of our downloadable audio books or borrow books on CD—it's a great way to catch up on all the latest titles!

## Copy & Fax Costs

	B&W Copy	Color Printing	Fax Local	Fax Long Distance
Athens Regional Library	10¢	\$1	\$1	\$1.50
Stevens County Library	15¢	No Color Printer	\$1	\$1.50
Elbert County Library	25¢	\$1	\$1	\$1.50
Hart County Library	25¢	\$1	\$1	\$2 first, \$1 after
Hall County Library	20¢	20¢	None	None

## Commercial Prices

### Athens

Kinkos	10¢	59¢	\$1.49 first, 99¢ after	\$2.49 first, \$1.99 after
Off.Max	10¢	49¢	\$1	\$1.75
Blueprint	10¢	65¢	\$1	\$2 first, \$1 after

### Oglethorpe

Print Shop	9¢	80¢	\$1	\$1.50
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### Oconee

Printz Plus	8¢	\$1	75¢	\$1.75 first, 75¢ after
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### Lavonia

GA Printers	10¢	\$1	\$1	\$2.00
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### Madison

None

**Athens Regional Library System**  
 Library Cards Issued January - March 2010

Patron's Home County	Issuing ARLS Library											
	ARL-ATH	ARL-BOG	ARL-DAN	ARL-EAST	ARL-LAV	ARL-LAY	ARL-LEX	ARL-PWOODS	ARL-ROY	ARL-WAT	ARL-WINT	
BANKS	5	0	5	0	0	0	0	0	0	0	0	0
BARROW	12	4	0	0	0	0	1	0	0	0	7	0
CARROLL	0	0	0	0	0	0	0	0	0	0	1	0
CHATHAM	1	0	0	0	0	0	0	0	0	0	0	0
CHEROKEE	1	0	0	0	0	0	0	0	0	0	1	0
CLARKE	877	5	0	4	1	1	7	5	0	20	14	
CLAYTON	2	0	0	0	0	0	0	0	0	0	0	0
COBB	1	0	0	0	0	0	1	0	0	0	0	0
DEKALB	4	0	0	0	0	0	0	0	0	1	0	0
ELBERT	2	0	0	0	0	0	1	0	4	0	0	0
FORSYTH	1	0	0	0	0	0	0	0	0	0	0	0
FRANKLIN	5	0	3	0	33	0	0	0	47	0	0	0
FULTON	3	0	0	0	0	0	0	0	0	0	0	0
GREENE	1	0	0	0	0	0	1	0	0	0	0	0
GWINNETT	5	0	1	0	0	0	1	0	0	1	0	0
HALL	0	0	0	0	0	0	0	0	1	0	0	0
HART	2	0	1	0	1	0	0	0	8	0	0	0
JACKSON	7	2	2	0	0	0	0	0	0	1	0	0
MADISON	24	1	130	0	0	0	11	0	2	1	0	0
MORGAN	1	0	0	0	0	0	0	0	0	1	0	0
NEWTON	1	0	0	0	0	0	0	0	0	0	0	0
OCONEE	41	21	1	0	0	0	0	0	0	142	1	
OGLETHORPE	5	0	1	0	0	0	51	0	0	0	1	0
POLK	1	0	0	0	0	0	0	0	0	0	0	0
PUTNAM	0	0	0	0	0	0	0	0	0	1	0	0
STEPHENS	2	0	0	0	8	0	0	0	0	0	0	0
WALTON	4	0	0	0	0	0	0	1	0	4	0	0
WILKES	0	0	0	0	0	0	2	0	0	0	0	0
	10	0	1	0	0	0	0	0	3	5	0	0
<b>Total Library Cards Issued</b>	<b>1018</b>	<b>33</b>	<b>145</b>	<b>4</b>	<b>43</b>	<b>1</b>	<b>76</b>	<b>6</b>	<b>65</b>	<b>186</b>	<b>16</b>	

# ALA American Library Association

April 14, 2010

Dear Kathy,

It's my pleasure to inform you that Athens Regional Library System, Pinewoods branch is one of five Round 1 libraries selected to receive a second \$5,000.00 grant from ALA for the *American Dream Starts @ your library*. In Round 1 of this initiative, your library successfully demonstrated capacity, creativity, and a commitment to literacy services for adult English language learners and their families. In addition, you told a very compelling story how the American Dream Starts @ your library. As you know, this initiative is generously funded by the Dollar General Literacy Foundation.

I encourage you to share this exciting news with your staff, trustees, and community partners. I'm also asking you to refrain from issuing any formal announcements to the media until **Monday, April 19**. At that time, ALA will announce the American Dream Starts @ your library project to the national media. Once ALA's release is out, you can announce the grant and your project locally. If you are contacted by media prior April 19, please contact me (Dale Lipschultz) at 312-280-3275 before responding.

In this email, I am attaching an welcome package with grant requirements, instructions for (and assistance with) media outreach, a Memorandum of Understanding (MOU), a detailed project timeline, roster of the 70 newly funded American Dream libraries, and contact information for the five returning libraries.

I'm looking forward to working with you and your library throughout the grant period. It is a pleasure and an honor. In the meantime, please contact me if you have any questions.

Sincerely,

*Dale*

Dale Lipschultz, Ph.D.

Literacy Officer, Office for Literacy and Outreach Services (OLOS)

American Library Association

50 East Huron Street, Chicago, IL 60611

Office: 800-545-2433, ext 3275

Direct: 312-280-3275

**Athens Regional Library System****Athens-Clarke County****Circulation**

## Athens

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	56,744	63,279	62,210
August	49,007	53,537	56,761
Sept.	45,344	51,046	55,161
October	49,665	50,792	55,013
November	45,154	49,973	53,444
December	39,751	45,163	46,544
January	48,729	51,868	50,956
February	47,359	50,294	50,226
March	49,770	53,301	55,133

## E.Athens

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	1119	1,656	671
August	750	805	352
Sept.	579	977	441
October	1030	777	260
November	433	417	281
December	649	451	188
January	590	332	284
February	405	466	235
March	734	548	430

## Pinewoods

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	1821	1,564	1,958
August	1988	1,878	2,033
Sept.	1675	1,543	2,185
October	1451	1,835	1,650
November	2406	1,938	1,813
December	1148	1,250	1,773
January	1934	2,127	1,664
February	2229	2,082	1,590
March	2367	1,368	1,867

## Lay Park

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	1596	1,130	1,499
August	1022	990	465
Sept.	1068	1,056	564
October	939	1,154	268
November	965	541	396
December	731	935	375
January	650	956	524
February	843	816	667
March	1,182	903	711

## Winterville

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	1,536	1,874	1,931
August	1,226	1,491	1,491
Sept.	1,219	1,728	1,936
October	1,296	1,736	1,636
November	1,179	1,575	1,598
December	1,190	1,266	1,593
January	1,282	1,605	1,453
February	1,187	1,595	1,381
March	1,237	1,737	1,638

## Bookmobile/Outreach

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	547	477	258
August	284	613	122
Sept.	435	490	223
October	520	339	140
November	580	454	137
December	324	197	203
January	538	108	164
February	506	349	272
March	487	160	86

## Overdrive

## Athens

	<b>FY 2009</b>	<b>FY2010</b>
July	159	453
August	163	481
Sept.	143	415
October	238	420
November	254	576
December	270	589
January	281	534
February	284	425
March	307	610

## Pinewoods

	<b>FY 2009</b>	<b>FY2010</b>
July	4	2
August	3	1
Sept.	0	6
October	0	0
November	2	3
December	4	0
January	0	0
February	0	0
March	0	0

**Attendance**

Athens

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	62,340	72,340	61,870
August	62,802	82,419	59,571
Sept.	52,018	52,025	54,143
October	59,424	54,947	51,658
November	49,652	55,018	55,179
December	45,935	52,117	50,831
January	41,557	51,918	61,289
February	54,622	50,219	57,375
March	56,050	54,638	62,860

E. Athens

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	449	718	408
August	447	470	209
Sept.	309	528	345
October	455	503	196
November	184	552	299
December	274	407	256
January	453	472	307
February	367	629	292
March	429	682	394

Pinewoods

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	1,699	2,199	1,796
August	1,703	1,806	2,326
Sept.	1,717	2,115	2,504
October	1,853	2,271	2,170
November	1,903	1,985	2,620
December	1,435	1,645	2,087
January	1,951	2,760	1,886
February	1,853	1,952	2,508
March	2,031	2,186	2,589

Lay Park

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	1108	908	1,159
August	802	683	485
Sept.	1007	898	860
October	944	1092	460
November	800	837	561
December	22	779	487
January	35	837	543
February	804	872	749
March	1111	910	1,007

**Winterville**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	765	754	851
August	567	684	759
Sept.	671	755	762
October	769	785	711
November	637	787	724
December	407	545	657
January	500	742	754
February	540	688	708
March	568	824	888

**Computer Use**

## Athens

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	20,299	20,200	22,287
August	19,284	20,249	22,451
Sept.	39,583	40,449	44,738
October	18,673	19,805	20,922
November	16,160	19,667	20,193
December	14,807	20,267	19,939
January	18,114	21,315	19,282
February	17,514	19,474	18,596
March	16,256	20,867	21,693

## E. Athens

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	217	351	274
August	214	226	151
Sept.	125	241	245
October	214	235	112
November	100	113	192
December	140	323	176
January	228	199	187
February	174	237	161
March	204	241	236

## Pinewoods

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	1418	1,764	623
August	855	1,322	736
Sept.	1338	1,676	796
October	1403	1,767	819
November	1513	1,462	581
December	1122	1,291	597
January	1580	1,426	825
February	1403	1,566	859
March	1558	1,708	1,273

Lay Park

	FY 2008	FY 2009	FY2010
July	189	204	293
August	190	202	116
Sept.	172	277	194
October	169	304	91
November	131	210	132
December	5	218	176
January	13	210	103
February	191	184	147
March	326	275	337

Winterville

	FY 2008	FY 2009	FY2010
July	283	255	279
August	224	225	224
Sept.	217	248	320
October	169	304	91
November	131	210	132
December	5	218	176
January	164	260	275
February	209	197	208
March	209	417	288

**Franklin County Libraries**

Circulation

Lavonia-Carnegie

	FY 2008	FY 2009	FY2010
July	3,162	3,483	3,583
August	1,951	2,037	2,297
Sept.	1,521	1,695	1,893
October	1,686	1,598	1,697
November	1,546	1,652	1,373
December	1,162	1,690	1,349
January	1,364	1,647	1,522
February	1,539	1,520	1,544
March	1,668	1,772	1,512

Royston

	FY 2008	FY 2009	FY2010
July	4,657	5,400	5,074
August	3,334	3,121	3,479
Sept.	2,396	3,055	3,545
October	2,498	2,991	3,531
November	2,271	2,734	2,957
December	2,162	2,494	2,703
January	2,792	3,125	2,812
February	2,792	3,289	3,056
March	2,654	3,356	3,099

**Outreach**

	FY2008	FY2009	FY2010
July	212	167	-
August	231	-	172
Sept.	220	160	170
October	179	180	120
November	0	178	0
December	181	175	120
January	188	170	120
February	191	168	0
March	0	170	120

**Overdrive**

## Lavonia-Carnegie

	FY2009	FY2010
July	8	25
August	14	22
Sept.	13	21
October	12	31
November	13	23
December	11	15
January	27	22
February	33	20
March	20	11

**Royston**

	FY2009	FY2010
July	10	21
August	8	17
Sept.	2	30
October	17	37
November	16	21
December	18	27
January	22	41
February	26	48
March	31	58

**Attendance**

## Lavonia-Carnegie

	FY2008	FY2009	FY2010
July	5,196	5,081	4,906
August	4,305	4,511	3,414
Sept.	2,166	4,264	4,267
October	3,394	3,672	3,579
November	3,256	3,391	3,254
December	2,944	3,369	3,265
January	3,482	3,751	3,208
February	3,793	3,754	2,934
March	3,981	4,030	2,976

**Royston**

	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>
July	6,158	7,198	7,531
August	5,732	6,067	5,872
Sept.	4,307	5,361	6,793
October	5,034	5,287	6,260
November	4,453	5,006	5,310
December	3,843	4,736	4,651
January	4,974	5,433	5,060
February	5,680	5,780	5,374
March	5,370	5,812	5,173

**Computer Use**

## Lavonia-Carnegie

	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>
July	1285	1,558	1,613
August	1110	1,350	1,719
Sept.	943	1,366	1,572
October	1,103	1,324	1,528
November	1,007	1,380	1,504
December	1,049	1,345	1,402
January	1209	1,405	1,337
February	1337	1,359	1,096
March	1364	1,424	1,199

**Royston**

	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>
July	1498	1,752	1,952
August	1401	1,771	1,800
Sept.	1062	1,768	1,701
October	1255	1,696	1,786
November	1254	1,541	1,579
December	1083	1,604	1,413
January	1259	1,657	1,547
February	1393	1,536	1,488
March	1463	1,853	1,505

**Madison County**

## Circulation

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	7,432	8,822	8,057
August	6,224	7,231	6,488
Sept.	5,496	6,728	7,124
October	6,266	7,014	7,654
November	5,490	6,840	6,759
December	4,793	6,254	5,900
January	5,906	6,333	6,392
February	6,435	6,523	6,271
March	6,250	6,687	6,285

**Outreach**

	FY 2008	FY 2009	FY2010
July	204	20	124
August	190	103	198
Sept.	123	113	110
October	55	112	49
November	145	77	165
December	204	113	171
January	177	65	109
February	114	92	29
March	32	40	199

**Overdrive**

	FY2009	FY2010
July	13	12
August	18	23
Sept.	23	19
October	31	16
November	29	24
December	18	11
January	4	39
February	5	43
March	18	29

**Attendance**

	FY 2008	FY 2009	FY2010
July	9,311	9,423	9,050
August	8,863	8,571	8,727
Sept.	8281	10,111	9,818
October	8515	8,772	8,422
November	6,933	7,143	8,304
December	7,081	6,424	6,101
January	7,135	7,461	6,946
February	7,716	7,233	6,535
March	8,512	9,073	8,067

**Computer Use**

	FY 2008	FY 2009	FY2010
July	3,839	2,872	3,072
August	4,120	3,179	2,875
Sept.	2,848	2,951	2,823
October	2725	2,786	2,814
November	2423	2,866	2,708
December	2217	2,501	2,478
January	2433	3,017	2,538
February	2417	2,803	2,366
March	2697	2,708	2,635

## Oconee County Libraries

### Circulation

#### Oconee

	FY 2008	FY 2009	FY2010
July	16,708	18,382	18,476
August	14,060	15,491	16,431
Sept.	13,767	15,303	16,917
October	14,623	14,347	16,671
November	13,046	13,917	14,765
December	10,294	12,205	12,670
January	13,481	14,308	14,756
February	12,663	14,070	15,108
March	13,139	14,749	16,586

#### Bogart

	FY 2008	FY 2009	FY2010
July	4,276	4,757	4,961
August	3,645	3,619	4,302
Sept.	3,264	3,611	4,643
October	3,295	3,911	4,357
November	3,127	3,178	3,721
December	2,767	2,932	3,324
January	3,141	3,509	3,560
February	3,166	3,668	3,666
March	3,107	3,599	4,102

#### Outreach

	FY 2008	FY 2009	FY2010
July	15	22	32
August	-	19	-
Sept.	14	24	35
October	19	0	115
November	14	25	19
December	0	21	15
January	9	28	36
February	23	38	25
March	15	23	20

#### Overdrive

#### Oconee

	FY2009	FY2010
July	43	132
August	74	145
Sept.	90	127
October	108	106
November	109	90
December	115	79
January	110	104
February	95	91
March	91	112

**Bogart****FY2009    FY2010**

July	34	32
August	26	35
Sept.	31	38
October	31	26
November	29	25
December	30	25
January	32	27
February	31	28
March	38	30

**Attendance****Oconee****FY 2008    FY 2009    FY2010**

July	17,651	20,029	22,039
August	18,520	19,426	20,089
Sept.	14,936	19,179	22,553
October	17,399	18,126	23,364
November	15,989	16,094	21,811
December	10,933	15,648	15,827
January	15,822	16,767	17,815
February	16,780	17,173	18,027
March	17,832	17,427	18,129

**Bogart****FY 2008    FY 2009    FY2010**

July	5176	5,741	6,392
August	4806	4,931	5,525
Sept.	3886	4,296	5,882
October	4548	5,092	5,199
November	5014	3,845	4,716
December	3654	3,757	3,708
January	3830	3,914	4,447
February	4602	4,206	4,294
March	5047	4,413	4,924

**Computer Use****Oconee****FY 2008    FY 2009    FY2010**

July	4042	4,997	5,752
August	4197	5,103	5,182
Sept.	3445	4,762	5,250
October	3671	4,886	5,589
November	3797	4,621	5,096
December	3632	4,353	4,510
January	4270	5,004	4,851
February	4084	4,588	4,814
March	4472	5,140	5,216

**Bogart**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	895	892	1,554
August	794	949	1,620
Sept.	638	758	1,656
October	804	986	1,126
November	870	951	1,057
December	647	997	886
January	624	1,213	1,017
February	802	1,161	925
March	870	1,148	942

**Oglethorpe County Library****Circulation**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	4,131	4,282	4,286
August	3,217	3,659	3,860
Sept.	3,225	3,578	4,439
October	3,567	3,795	4,055
November	2,867	3,439	3,769
December	2,451	3,501	3,374
January	3,179	3,657	3,659
February	3,262	3,435	3,298
March	3,543	3,699	3,621

**Outreach**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	99	97	96
August	64	97	98
Sept.	0	94	0
October	110	90	106
November	91	87	110
December	95	91	1
January	107	124	25
February	93	115	109
March	2	115	102

**Overdrive**

	<b>FY2009</b>	<b>FY2010</b>
July	1	21
August	1	12
Sept.	0	13
October	1	17
November	7	22
December	11	24
January	14	18
February	16	33
March	20	21

**Attendance**

	FY 2008	FY 2009	FY2010
July	6,265	7,247	6,231
August	5,376	5,762	6,599
Sept.	5,090	5,618	6,106
October	5,979	6,944	5,691
November	6,070	5,409	5,380
December	4,327	4,198	5,977
January	5,998	6,568	4,667
February	7,519	5,485	5,446
March	5,982	6,082	6,438

**Computer Use**

	FY 2008	FY 2009	FY2010
July	1482	2,497	2,210
August	1607	2,089	2,285
Sept.	1594	1,881	2,154
October	2038	1,934	2,047
November	1774	1,829	1,919
December	1751	1,872	1,701
January	2099	2,096	1,925
February	1980	2,050	1,652
March	2039	2,011	2,005

*From: the Shiffrer file, posted by Curt Brodsky  
on April 11, 2010*

## Our Public Library Lifeline Is Fraying. We'll Be Sorry When it Snaps

This is National Library Week, a time normally reserved for celebrating an institution that plays a vital role in many of our cities, towns and counties. Instead, many libraries, particularly public libraries, are being decimated by budget cuts at a time when library services are needed most.

Libraries, once considered a necessity, are now seen as a luxury. They are low-hanging fruit for budget pluckers, particularly at the state and local levels of government in communities across the country. It's been a slow death by attrition over the past couple of years. First, it was the budget for books and materials because, after all, books and materials aren't people. No matter that books and materials are what makes a library, well, a library. Then came the hours of operation, then the staff, then the closure of branches. No two communities are approaching the situation identically, but in cities from Boston to Indianapolis, the stories are increasingly dire.

In Boston, the trustees voted to close four branches. There was lots of protest, and Mayor Thomas Menino still has to make the final call, but the situation doesn't look good.

The Florida legislature is considering eliminating state aid to libraries entirely, while the New Jersey legislature is only looking at a 74 percent cut. Indianapolis and surrounding Marion County are also looking at closing six branches and cutting back programs and staff.

In my home community of Montgomery County, Maryland, formerly one of the wealthiest local jurisdictions, the County Council is looking at a budget for fiscal year 2011 of \$29 million - down from \$40 million just three years ago. This year, it is slated for a 23 percent cut - one of the largest of any agency, on top of cuts in the last fiscal year with percentage decreases larger than all but one county agency. And this is for a county of about one million residents in which 70 percent hold library cards. It's even worse across the river, in Fairfax County, Virginia, where libraries were declared a "discretionary" service while cutting 30 of 54 full-time librarians. Libraries discretionary? That's nuts.

These are only some of the stories. They are being repeated endlessly across the country, perhaps even where you live. Some places put a high value on their libraries. Contrast the \$29 million of my county for the \$51 million library budget in Seattle, a city of about 600,000. Sure, Seattle needed to cut the library budget, but the fact that they started out much higher than my home says something about their priorities. Sadly, Seattle is the exception, not the rule.

One problem for libraries in some jurisdictions is that they don't fit squarely into any one policymaker's domain, like public safety or a school system. Libraries serve a range of purposes - they help teach children to read, they help students work on projects, they provide meeting space for tutoring, they provide Internet access. They serve students, seniors, immigrants. They provide assistance to the unemployed. Libraries combine education, workforce development, socialization, recreation. But they aren't the school board, or a social services agency, and so generally get buried in the larger budgets.

The cuts come at a time when library use is increasing, for all types of services. The one that hits home the most these days is the crucial access to the Internet. A study by the Information School at the University of Washington found that: "Low-income adults are more likely to rely on the

public library as their sole access to computers and the Internet than any other income group. Overall, 44 percent of people living below the federal poverty line used computers and the Internet at their public libraries."

In addition, the study reported: "Americans across all age groups reported they used library computers and Internet access. Teenagers are the most active users. Half of the nation's 14- to 18-year-olds reported that they used a library computer during the past year, typically to do school homework."

Ask any librarian, or read any of the stories about the budget cuts, and one message that stands out loud and clear is that the Internet at libraries is a lifeline for many. Here the unemployed look for jobs, and apply for jobs - many companies these days accept applications online only. Here people learn what many would consider rudimentary skills - how to attach a document to an email, for example. Is this what a library is supposed to do? Yes. The Internet has become an integral part of the library mission.

Internet support for libraries is national policy, going back to the 1996 Telecommunications Act and the amendment from current Senators Olympia Snowe (R-ME) and Jay Rockefeller (D-WV) as well as former Nebraska senators, the late James Exon and Robert Kerrey. Today, Rep. Ed Markey (D-MA) is trying to update the policy for the 21st century.

But it would be a mistake to say that the Internet replaces libraries. It doesn't. It's an adjunct. More than one budget officer has said that people don't need libraries because they can go online. First, many people can't go online due to their economic circumstances. Second, librarians help to guide research. A simple online search will not always achieve desired results, as anyone who does this well knows. And libraries still have those quaint old things called books, many of which aren't online. The printed medium still has a lot of attraction for many, from the youngest readers whose parents check out armloads of picture books, to the serious readers and researchers who realize there is more to find than what's online.

It would also be a mistake to say that bookstores replace libraries. Nothing against bookstores, but they aren't a public resource. Quite obviously, who have to pay to enjoy the fruits of a bookstore. Libraries are there for everyone.

Politicians are loathe to raise money to pay for libraries. That's the kiss of death to an aroused citizenry that wants services but doesn't want to pay for them or, in some cases doesn't value them at all. Still, it's nice that around the country, people are protesting the cuts to their local libraries. In some cases, library lovers have formed foundations or other organizations to supplement their libraries. These are to be lauded, and supported, but they aren't a substitute for the public commitment that led to public libraries in the first place.

Let's give the last word to someone who has a secret ambition to be a librarian, but whose career went in a different direction. No less an authority than Keith Richards put it best in his forthcoming autobiography: "When you are growing up there are two institutional places that affect you most powerfully: the church, which belongs to God, and the public library, which belongs to you. The public library is a great equaliser."

Happy National Library Week.

*Approved 4/12/2010*

**OCONEE COUNTY LIBRARY BOARD  
MINUTES OF THE QUARTERLY MEETING  
January 11, 2010**

The meeting was called to order by Acting Chairman Janet Stratton. Members present included Susan Brodrick, Deann Craft, Brian Hawkins, Dorothy Peltier, Jerry Studdard, Lisa Vaughn, and Art Zimmerman and along with new members Kelly Holt, and Robert Wyatt.. Absent members were Phyllis Luke and Patricia Hallow. Also present were Kathryn Ames, Donna Brumby, and Jackie Elsner. Janet called our meeting to order and welcomed our new board members. She invited all members of the board to briefly introduce themselves to facilitate everyone getting acquainted. Janet then asked if there were any changes to the October minutes. With none needed she then asked for a motion to approve, which Art made and Jerry seconded.

**PUBLIC COMMENT**

There are no public comments to report.

**BRANCH MANAGER'S REPORT**

Jackie gave a quick summary of her report covering October through December:

OCTOBER events for the Oconee County Library, started with the great "Haunted House" show provided by the Young Adult Services and sponsored by a donation from the Oconee County Library Friends. Jackie also mentioned the Open House held for the reorganized Ivy Room for Genealogy and Local History, for which the Oconee County Library Friends provided refreshments. Jackie was very happy to report the completion of the painting of the whole library's interior which was provided by SPLOST funding. And Jackie reported that at Staff Development Day held, on October 22<sup>nd</sup>, at the Athens-Clarke County Library, Jessie Johnson, who is an Oconee County Children's Specialist, received the first Annual Staff Distinction Award. October events at the Bogart Library included the arrival of a new copier machine and the bringing of the Kopp's Kritters' live animals to the library for a Columbus Day lesson.

NOVEMBER highlights for Oconee County Library included presenting the Charlie Brown Thanksgiving Children's Program and bringing Kopp's Kritters' live animals to the Oconee County library. The Young Adult staff offered a "Twilight" Prom and Mike Kastellec continued a new series called "Tech Tips on Twitter". November events at the Bogart library featured Cynthia Jameson's story times. She presented her White Table Veteran's Day program at both Colham Ferry Elementary and High Shoals Elementary Schools. Also in November a substitute staff member, Shalan Metcalf, was hired. She is trained for both libraries.

DECEMBER found all staff members, from both Oconee County Library and the Bogart Library, being trained in the resources of the Ivy Room. Children's Services put on a puppet show. The Young Adults made dog and cat treats for the animal control shelter. The Adult Programs included a musical concert by Arioso. During December patrons contributed \$244.00 to purchase items from the Give a Gift Tree display. Jackie also reported that carpets were cleaned in both libraries during the holiday closings. Library activities for the Bogart Library in December included having breakfast with Santa at the Bogart Community Center that drew 175 people. And Cynthia Jameson provided storytelling programs in various lower grades at the three Oconee County Elementary Schools, Oconee County Primary, Colham Ferry, and Malcolm Bridge.

Jackie finished her report with the news that the Bogart Library circulation of Young Adult material had increased by 104 % over the first six months of 2009 and at the Oconee County Library the same collection showed a 46% increased for the same period.

**REGIONAL DIRECTOR'S REPORT**

At the beginning of Kathryn's report she commented that the award for Jesse Johnson was a very deserving award for Jesse. She also noted the outstanding assistance provided by Jackie for this award. Kathryn reported that the 'total actual revenues' received by the end of this second quarter were slightly less than 50% of our FY10 budget while the 'total actual expenditures' were also at slightly less than 50%. Two

budget areas show 'revenue received better than expected' were under Fines and Fees and Copy Money. One area of the budget where 'expenditures spent well over the expected' amount was under Supplies. Kathryn noted that Oconee County BOC In-behalf support expenditures through 12/31/09 showed eight areas having used less than 50% budgeted but two areas expended more than the 50% budgeted. These were Communications and General Supplies and Materials. Kathryn further reported that Gift Income has greatly increased in Watkinsville, but not used yet, while Bogart has purchased Gift Materials and shows a high deficit that should be made up when Bogart's funds become available. Kathryn drew our attention to the Fund Equity ("Reserve") amount that has not changed since our last report. Kathryn reported that the state's Sales Tax revenues are continuing to decrease and is now at 13.7% per capita which will cause further reduction in our funding from the state. Kathryn reported that she has lost 5 librarians so far and she expects to lose one more when Clare Auwarter, our former branch librarian, retires in March. There is a question of replacements for these losses. With the new budgets for Oconee County's BOC, BOE, the cities of Watkinsville and Bogart all coming soon there could be up to a 5% expected reduction of library funds for our next fiscal year. Kathryn feels our Finance Committee needs to find a consultant who could project Oconee's growth, discuss expanding the current library versus finding a location for a new library, and should make recommendations for the future of the Bogart Library. Kathryn reassured the board that the money in the gift accounts will be spent. She also invited any board members to look at any library's financial accounts at anytime and is prepared to answer any questions they may have about the accounts. Kathryn was asked about the Vacation Reserve and it was explained that this fund is carried over at the end of the fiscal year as library personnel are allowed to accumulate 360 hours of vacation. She also noted that Clare was put back on ARLS Fund Reserve when she returned to the ARLS and that has helped our Fund Reserve.

#### **FRIENDS OF THE LIBRARY REPORTS**

Jackie reported that the Oconee County Library Friends presented a check for \$9,000 as a donation for materials from the annual September Used Book Sale. They also contributed refreshments for the Ivy Room for Genealogy and Local History Open House held in October. Their booth at the Watkinsville Fall Festival held in October was rained out but the Family Fun Day held also in October was a huge success. The Friends held their annual meeting, which was catered by The Big Easy and held in the Oconee County Library in November. New officers were elected: President Ann Steging, Vice-President Carole Denman, Secretary Penny Mills, and Treasurer Lesley Maggiore. In December they held a staff Holiday Luncheon and also raised \$155 in donations at the Barnes and Noble Gift Wrap event. The Bogart Library Friends raised \$200 at the Used Children's Books Sale in November and \$102 for the Christmas Basket Raffle.

#### **OLD BUSINESS**

Janet reported the formation of a new Nominating Committee to select new officers, including a Chairman, Vice Chairman and Secretary, for the Library Board. The Nominating Committee includes Janet, Deann, Kathryn and Donna. The new officers selected will be voted for in April. The Budget and Finance Committee will remain the same and includes Janet, Brian, Dorothy, Jackie and Kathryn. Janet also noted that a Liaison to the Oconee County Library Friends is needed to represent our board. She also urged board members to become members of the Friends as the funds raised by the Friends support many activities and improvements at the library. Janet also mentioned that they need one more member of the board to represent Oconee County Library at Regional meetings that are held quarterly usually around 3:30 on a Thursday. Current members are Art and Janet. Regional counties include Oglethorpe, Franklin, Madison, Athens, and Oconee. Finally, Donna distributed a new list of computer filtering options as some categories have changed or been streamlined. This requires a new look at the options we were given at our last meeting and hence ended up creating new questions and discussions about the whole filtering program. After some time was spent on various areas of concern it was decided to let board members have a little more time to digest the options. Jerry requested we postpone our decisions until the next meeting. Janet asked for a show of hands for postponing and most members, if not all, agreed. Jerry made the motion to table our vote until our next meeting and Art seconded.

## **NEW BUSINESS**

Jackie reminded the board that the State Legislative Day Luncheon was fast approaching and board members were invited to attend. It was noted that library representatives were not officially invited but they show up with the expectation that legislators will attend and will talk with their particular constituents. Board members are invited to attend and to talk personally with the legislators to keep reminding them of needing their support for continued library funding. Kathryn explained that the ARLS pays for the registrations and provides transportation to this meeting.

Respectfully submitted, Dorothy Peltier, Secretary, OCLB

no quorum on 1/20/2010  
adjourned 4/7/2010

**Minutes of the Oglethorpe County Library  
Board of Trustees  
October 7, 2009**

**Trustees Present:** Chairman Greg Jones, ARLS Director Kathryn Ames, ARLS Extension Coordinator Donna Brumby, Branch Manager Jan Burroughs, Tom Gresham, Barbara Davenport, Jodi Higgins, Brenda Yeany, Tricia Mathis, Mary Ann Crawford.

**Call to Order:** Greg Jones

**Approval of July 2009 Minutes:** Motion Made by Tom Gresham; 2<sup>nd</sup> by Brenda Yeany.  
Unanimous to accept as presented.

**Public Input:** none

**Friends of the Library:** Greg Jones, Greg reports that FOL president, Bonnie Ash has resigned her position because of health and personal issues. The Annual Friends booksale will be held November 12-15. We will be calling soliciting help within the next week or two.

**Branch Manager's Report:** See attached.

**Branch Managers' Resignation and Subsequent Job Opening**

Jan has accepted a position with the Elbert Co. Library and must resign as Branch Manager. Applications for the position will be accepted through October 25th or 26<sup>th</sup>. At the end of the month, we will line up interviews, Ms. Ames would like a few of the board members to be involved with the selection process. Two of the requirements will be a college degree and customer service experience.

**Projected building size to meet state standards:**

Examining need for future building expansion, Kathy reports that Howard Shapiro requested information regarding State Standards for building size and Oglethorpe's projected population. The 2015 population is projected to be 16,437. State Standards indicate that for this projected population, Oglethorpe Co. will require a building 9,862 sq.ft. Our current library is 7,200 Sq. Ft. Blue sheet contains information concerning cost of a 3000ft addition.

**Internet Filtering:** information was passed out concerning current and future internet filter options, trustees are asked to study the information sheets then the board will decide filter settings for Oglethorpe Co. Library at the January 2010 meeting.

**Financial Reports:** see green sheets

All reports are looking good except we are going to receive another 5 cents per capita cut on our state book budget. We will soon be down to 16cents per capita total for material purchases.

Meeting Adjourned.

*approved* 4/7/2010

**Minutes of the Oglethorpe County Library  
Board of Trustees  
January 20, 2010**

**Present:** Chairman Greg Jones, ARLS Director Kathryn Ames, ARLS Extension Coordinator Donna Brumby, Branch Manager Tiffany Speed, Tom Gresham, Barbara Davenport, Jodi Higgins.

**Call to Order:** Greg Jones

**Approval of October 2009 Minutes:** Not enough board members present for a quorum so approval of minutes postponed to next meeting.

**Public Input:** none

**Custodial Contract:** Greg Jones suggested that Tiffany Speed call the individual board members not present at this meeting and take a phone vote for renewing custodial contract for one year. Tom Gresham stated that it is being renewed for the same amount of duties and the same compensation. Mrs. Ames suggests that all contact information for board members be verified during phone contact and that board members should be aware that after 3 missed meeting, they can no longer serve on the board per state requirements.

**Board Member's Term:** Board Members present were interested in knowing when their terms expired. Barbara Davenport will not be renewing her term upon expiration on April 30, 2010. It was also noted that Jodi Higgins, Howard Shapiro and Tom Gresham's terms will be expiring this year. It is still required that 2 more board members be appointed otherwise. Mrs. Ames stated that an advertisement be put in the Oglethorpe Echo for completed applications by July 2010 for a replacement for Mrs. Davenport

**USDA Grant:** Mrs. Ames provided documents for Howard Shapiro's request at last meeting. Information is attached about the requirements for the USDA grant. Mrs. Ames did note that it was not necessary to have matching funds from the county to receive this grant, but did offer to attend a meeting with the Board members if they choose to ask the county commissioner for matching funds if Board chooses to apply for grant. Decisions will be made at next board meeting in April 2010.

**Internet Filtering:** Information was passed out concerning Internet filtering but without a quorum no decisions were made and issue was postponed for next board meeting in April 2010.

**Branch Manager's Report:** See Attached

**New Employees:** Tiffany Speed accepted the new position of branch manager of the Oglethorpe County Library. She began at the library Dec. 1, 2009 and officially took over

the position from Jan Burroughs Dec. 8, 2010. Aquilla Wright resigned from her position as Library Assistant and Maggie Anderson was hired as Oglethorpe County Library's new library assistant on Jan.19, 2010.

**Friends of the Library:** Greg Jones commented that a planned FOL meeting didn't occur and stated that he would be meeting with Anita and Joyce for lunch to discuss the FOL book sale being held March 15-21. Greg stated that the three members would make a work schedule and then let the FOL know when they were required to work the book sale. It was also stated that any left-over books from the book sale will be donated to one of the following: Porter House, Kidney Foundation, available after-school programs, or Senior Centers. Tom Gresham inquired as to whom the new president of the FOL was and Greg Jones suggested that Joyce Lambertson would hold the position.

**Financial Reports:** Please see attached green sheets. Mrs. Ames stated that everything looked good so far, noting the amount that was paid for Jan's vacation pay. She also noted that a large order is always placed for the library in the fall accounting for the large amount spent in the supplies budget. She also noted that the money in Equipment Purchase was reserved for replacement computer cost.

**Adjourn:** Tom Gresham made motion, Jodi Higgins second and meeting was adjourned.

**From:** [reades@athenslibrary.org](mailto:reades@athenslibrary.org)  
**To:** [hbowden@athenslibrary.org](mailto:hbowden@athenslibrary.org)  
**Cc:** Mark Katzman, Kathryn Ames, Donna Brumby  
**Date:** Tuesday, April 13, 2010 11:43am  
**Subject:** RE: Gift plates for DAN and LEX

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Here we go:

Presented to the Madison County Library  
in honor of  
Ramona Booth  
member of the Madison County Library Board  
and Athens Regional Library Board

Presented to the Oglethorpe County Library  
in honor of  
Howard Shapiro  
Member of the Oglethorpe County Library Board  
and Athens Regional Library Board

Presented to the Oglethorpe County Library  
in honor of  
Mary Ann Crawford  
Member of the Oglethorpe County Library Board

Presented to the Oglethorpe County Library  
in honor of  
Barbara Davenport  
Member of the Oglethorpe County Library Board

-Rhiannon

-----Original Message-----

From: [hbowden@athenslibrary.org](mailto:hbowden@athenslibrary.org)  
Sent: Tuesday, April 13, 2010 11:29am  
To: "Rhiannon Eades" <[reades@athenslibrary.org](mailto:reades@athenslibrary.org)>, "Mark Katzman" <[mkatzman@athenslibrary.org](mailto:mkatzman@athenslibrary.org)>  
Cc: "Kathryn Ames" <[kames@athenslibrary.org](mailto:kames@athenslibrary.org)>, "Donna Brumby" <[dbrumby@athenslibrary.org](mailto:dbrumby@athenslibrary.org)>  
Subject: Gift plates for DAN and LEX

Mark and Rhiannon,  
Would one of you please send me the information Kathie wishes to have on the gift plates for the retiring board members? Donna brought me the books today and we should have them ready by Thursday.  
Thanks!  
-Holly

Holly Bowden  
Technical Services Librarian  
Athens Regional Library System  
2025 Baxter Street  
Athens, Georgia 30606  
706-613-3650, ext. 309

Agenda  
Athens Regional Library Board  
July 15, 2010

Call to Order

Minutes of the April 15, 2010 Meeting

Public Comment

Adopt Agenda

Financial Report – Mamie Simonds, Business Manager

Staff Report – Patron Survey 2010, Mark Katzman  
PINES Statistics, Judy Atwood

Regional Reports

Director's Report

Unfinished Business  
Proctoring fee

New Business

1. Budgets for FY 2011, ARLS\*
  - State TBC
  - State Material
  - State SSG
  - State Personnel
2. Appointment of Nominating Committee  
For Regional Chair, Vice-Chair, Treasurer
3. Fine Free Week, Aug. 29- Sept.6  
or Aug. 22- Sept. 6

Other Business

Accept Madison County Library Board's Recommendation to  
approve Schematic Design and move to the next level of design.  
Accept Athens-Clarke-County Library Board's Recommendation  
to approve Design Development Drawings and move to the next  
level of design.

Local budgets have been approved.

Next Meeting is October 21, 2010 at 3:30 p.m.

## **ATHENS REGIONAL LIBRARY** **Minutes April 15, 2010 Meeting**

Meeting was called to order by At-Large Ms. Lane at 3:35 p.m. Present were, Mr. Miller and Ms. Crawford (Franklin County); Mr. Gresham (Oglethorpe County); Mr. Zimmerman (Oconee County); Ms. Bogue, Ms. Lane and Mr. Timmons (Athens-Clarke County); Mr. Gresham, Mr. Nale (late), Ms. Booth, Mr. Moak (Madison County). Mr. Shapiro (Oglethorpe County), Mr. Jones (Oglethorpe) County, Ms. Crawford (Franklin County), Ms. Stratton (Oconee County), Ms. Craft (Oconee) were absent. Staff present were Mrs. Ames, Ms. Simonds, Ms. Markov, Mr. Hayek, and Mr. Katzman, who recorded the minutes.

The minutes of Jan. 21 board meeting were unanimously approved. There was no public comment. The agenda was unanimously adopted.

### **Financial Report**

Ms. Simonds said that we are at 75% through the fiscal year. All branches have met, she reported. We are at 76% of revenues and at 72% of expenditures. We have kept regional supplies down, she said. There was a discussion about fines and fees, which have risen. Grants received totaled \$169,815.08 and grants applied for totaled 302,000.00. Ms. Simonds addressed the liability of the Board and reported that all Board members are covered by our insurance. We are audited on a regular basis, she said. Ms. Simonds invited all Board members to make an appointment with her at any time to see the books and get answers to any questions that might have.

### **Staff Report**

Ms. Markov and Mr. Hayek gave a overview of the Talking Books Center of North East Georgia. (orange and yellow handouts)

Regional Reports followed from each county.

In her Director's report, Mrs. Ames mentioned the article about Madison County Library out in today's paper. She showed the plaque received from the PLA about Pinewoods receiving second place in the Gate's Best Small Libraries competition and said that she attended a dinner at PLA sponsored by the Gates Foundation and met Jill Nitzsche, who runs their programming and is very supportive of libraries. Mrs. Ames mentioned the WDA grants for Madison and Royston, which are very formidable documents. She said that the County Commissioners in Royston have been extremely cooperative and the project there looks promising, as Royston has been certified and hopefully soon will be qualified. She mentioned more turn over, including Clare Auwarter, who has retired, with her position frozen. Mrs. Ames said that we are still waiting on the ACC budget, and may hear this month. She would like to hire a Circulation Manager but it depends on the budget.

### **Unfinished Business**

Legislative Update – Mrs. Reported that all was uncertain at the moment. We are out of the Senate's list but hopefully will be in the House list. But until they adjourn we won't know. The Governor has line-item veto power. We are expecting a 3.1% reduction on regional grants, which is around \$25,000, she said, and will hurt next year. Good news is that we are on the SPLOST FY2011 preliminary list, and we are think that it will go through, she said.

### **New Business**

Proctoring Fees – Mrs. Ames said that we have made \$590 thus far in Proctoring fees, which are \$5 per exam. There was discussion about applying the fee regionally, but no action was taken. It would be taken up again at the next meeting, she said.

### **Other Business**

Mrs. Ames said that we are losing several Board members, including Ms. Booth and Mr. Shapiro. There are books being placed in our collections in honor of the service to the Boards.

Director's Evaluation – Mr. Shapiro could not attend the meeting so the results from the evaluations will wait until his report is turned in.

The next meeting is on July 15, 2010 at 3:30 p.m.

The meeting was adjourned at 4:40 p.m.

**FY2010**  
**Athens Regional Library**  
**July 1, 2009 through June 30, 2010**

<b><u>Revenue:</u></b>	<b>Budget</b>	<b>Amount</b>	<b>Received</b>	<b>Balance</b>	<b>% of Budget Received</b>
	<b><u>Amount</u></b>				
<i>Regional:</i>					
Outreach	107,400.00	107,400.00	-		100.00%
Interest	4,000.00	3,812.42	187.58		95.31%
Carry over from FY09	4,752.00	-	4,752.00		0.00%
Summer Reading Club Revenues		5,097.00	(5,097.00)		
Personnel	661,255.57	661,255.57	-		100.00%
Materials*	41,468.97	41,468.97	-		100.00%
System Services Grant	143,959.62	143,959.62	-		100.00%
Special Needs Learning Cen	131,091.20	131,091.20	-		100.00%
	<b><u>1,093,927.36</u></b>	<b><u>1,094,084.78</u></b>	<b><u>(157.42)</u></b>		<b><u>100.01%</u></b>

\*Includes a total reduction of \$88,439.67

**Athens-Clarke County:**

Board of Commissioners	1,676,219.00	1,676,219.00	-	100.00%
City of Winterville	18,000.00	18,000.00	-	100.00%
Fines and Fees	88,075.00	108,415.64	(19,715.64)	123.09%
Outside Revenues	66,025.00	-	66,025.00	0.00%
Interest	6,000.00	5,231.32	768.68	87.19%
<b>Totals</b>	<b><u>1,854,319.00</u></b>	<b><u>1,807,865.96</u></b>	<b><u>47,078.04</u></b>	<b><u>97.49%</u></b>

**Franklin County:**

Board of Commissioners	30,000.00	27,500.00	2,500.00	91.67%
Board of Education	27,000.00	27,000.00	-	100.00%
Cities of Lavonia, Royston, Ca Carnesville & Franklin Sp	-	-	-	100.00%
E-Rate		1,926.35	(1,926.35)	
One time contributions		1,501.00	(1,501.00)	
Transfer from Reserve	2,543.14	-	2,543.14	
Fines and Fees	8,500.00	12,688.29	(4,188.29)	149.27%
<b>Totals</b>	<b><u>97,993.14</u></b>	<b><u>100,565.64</u></b>	<b><u>(2,572.50)</u></b>	<b><u>102.63%</u></b>

**Madison County:**

Board of Commissioners	173,015.00	173,015.00	-	100.00%
Fines, Fees and Copy Machin	11,000.00	13,456.21	(2,456.21)	122.33%
<b>Totals</b>	<b><u>184,015.00</u></b>	<b><u>186,471.21</u></b>	<b><u>(2,456.21)</u></b>	<b><u>101.33%</u></b>

**Athens Regional Library**  
**July 1, 2009 through June 30, 2010**

<b>Revenue:</b>	<b>Budget Amount</b>	<b>Amount Received</b>	<b>Balance</b>	<b>% of Budget Received</b>
<b><u>Oconee County:</u></b>				
Board of Commissioners	395,336.00	395,336.00	-	100.00%
Board of Education	20,000.00	20,000.00	-	100.00%
City of Watkinsville	11,000.00	13,500.00	(2,500.00)	122.73%
City of Bogart	6,000.00	6,000.00	-	100.00%
Fines and Fees	29,000.00	31,612.15	(2,612.15)	109.01%
Totals	<u>461,336.00</u>	<u>466,448.15</u>	<u>(5,112.15)</u>	<u>101.11%</u>
<b><u>Oglethorpe County:</u></b>				
Board of Commissioners	55,781.00	55,781.00	-	100.00%
Board of Education	15,000.00	15,000.00	-	100.00%
City of Maxeys	200.00	-	200.00	0.00%
City of Crawford	500.00	500.00	-	100.00%
City of Arnoldsburg	500.00	500.00	-	100.00%
Ctiy of Lexington	500.00	500.00	-	100.00%
Fines, Fees and Copy Money	8,500.00	12,553.56	(4,053.56)	147.69%
Meeting Room	300.00	275.00	25.00	91.67%
Transfer from Reserve	6,402.55	1,275.76	5,126.79	19.93%
Totals	<u>87,683.55</u>	<u>86,385.32</u>	<u>1,298.23</u>	<u>98.52%</u>
<b>GRAND TOTALS</b>	<b><u>3,777,323.05</u></b>	<b><u>3,741,821.06</u></b>	<b><u>35,501.99</u></b>	<b><u>99.06%</u></b>

**Athens Regional Library**  
**FY2010**  
**July 1, 2009 through June 30, 2010**

<b><u>Expenditures:</u></b>	<b>Budget <u>Amount</u></b>	<b>Amount <u>Expended</u></b>	<b>Balance</b>	<b>% of Budget <u>Expended</u></b>
<u><i>Regional:</i></u>				
Wages/Benefits Courier	8,055.81	9,495.01	(1,439.20)	117.87%
Vehicle Operating &Repairs	9,810.00	9,573.42	236.58	97.59%
Summer Reading Club	4,000.00	6,075.00	(2,075.00)	151.88%
Staff Development Day	1,500.00	1,225.12	274.88	81.67%
Debt Collection Service	15,000.00	11,464.23	3,535.77	76.43%
Workers Compensation	12,000.00	10,206.00	1,794.00	85.05%
Professional Fees	4,575.00	6,315.00	(1,740.00)	138.03%
Postage	7,000.00	9,369.49	(2,369.49)	133.85%
Travel	8,807.19	8,564.56	242.63	97.25%
Printing and Publicity	2,000.00	1,845.65	154.35	92.28%
Dues/Registration	2,000.00	1,822.00	178.00	91.10%
Computer Maintenance	2,420.00	-	2,420.00	0.00%
Insurance	17,142.00	17,142.00	-	100.00%
Supplies	21,842.00	20,843.16	998.84	95.43%
Personnel	661,255.57	661,255.57	-	100.00%
Materials	41,468.97	41,468.97	-	100.00%
System Services Grant	143,959.62	143,959.62	-	100.00%
Special Needs Learning Center	131,091.20	131,091.20	-	100.00%
Totals	<u>1,093,927.36</u>	<u>1,091,716.00</u>	<u>2,211.36</u>	<u>99.80%</u>

*Athens-Clarke County:*

Outreach	44,000.00	44,000.00	-	100.00%
Personnel	1,563,423.00	1,495,491.23	67,931.77	95.65%
Operating Expenses	246,896.00	266,235.70	(19,339.70)	<u>107.83%</u>
Totals	<u>1,854,319.00</u>	<u>1,805,726.93</u>	<u>48,592.07</u>	<u>97.38%</u>

**FY2010**  
**Athens Regional Library**  
**July 1, 2009 through June 30, 2010**

<b><u>Expenditures:</u></b>	<b>Budget <u>Amount</u></b>	<b>Amount <u>Expended</u></b>	<b>Balance</b>	<b>% of Budget <u>Expended</u></b>
<b><u>Franklin County:</u></b>				
Outreach	15,000.00	15,000.00	-	100.00%
Personnel	75,218.14	72,116.32	3,101.32	95.88%
Operating Expenses	7,775.00	6,200.98	1,574.02	79.76%
Totals	<b><u>97,993.14</u></b>	<b><u>93,317.80</u></b>	<b><u>4,675.34</u></b>	<b><u>95.23%</u></b>
<b><u>Madison County:</u></b>				
Outreach	14,900.00	14,900.00	-	100.00%
Personnel	136,881.00	135,982.65	898.35	99.34%
Operating Expenses	32,234.00	29,045.21	3,188.79	90.11%
Totals	<b><u>184,015.00</u></b>	<b><u>179,927.86</u></b>	<b><u>4,087.14</u></b>	<b><u>97.78%</u></b>
<b><u>Oconee County:</u></b>				
Outreach	23,000.00	23,000.00	-	100.00%
Personnel	401,894.00	387,293.54	14,600.46	96.37%
Operating Expenses	36,442.00	37,795.61	(1,353.61)	103.71%
Totals	<b><u>461,336.00</u></b>	<b><u>448,089.15</u></b>	<b><u>13,246.85</u></b>	<b><u>97.13%</u></b>
<b><u>Oglethorpe County:</u></b>				
Outreach	10,500.00	7,875.00	2,625.00	75.00%
Personnel	65,614.00	49,819.23	15,794.77	75.93%
Operating Expenses	9,618.55	4,370.08	5,248.47	45.43%
Totals	<b><u>85,732.55</u></b>	<b><u>62,064.31</u></b>	<b><u>23,668.24</u></b>	<b><u>72.39%</u></b>
<b>GRAND TOTALS</b>	<b><u>3,777,323.05</u></b>	<b><u>3,741,821.06</u></b>	<b><u>35,501.99</u></b>	<b><u>99.06%</u></b>

## Athens Regional Library Outside Grants FY2010

<b>Grantor</b>	<b>Grant Description</b>	<b>Amount</b>
Target	Materials Grant Children's Literature	3,000.00
ACCL Endowment	Materials Grant Children's Literature	15,000.00
Friends of the Athens-Clarke County Library	Wish List	18,100.00
FINRA Gates Foundation	"Money Matters" Grant	94,590.00
ALA Travel Grant	Travel to PLA	4,790.00
ALA/ National Library of Medicine	Traveling Exhibit " Harry Potter's World Renaissance, Science, Magic and Medicine" Grant	1,200.00
National Endowment for the Humanities	Picturing America pictures for Pinewoods and ACCL	-
Emmanuel Thrift House	Large Print Books Grant	1,200.00
Emmanuel Thrift House	Books for Children and Young Adults	500.00
Nippon Foundation Grant	100 Books on Contemporary Japan	-
Clarke County School District	Project Horizons Storytelling Grant	6,500.00
Madison- Morgan Cultural Center	"Art for Athens Kids" Grassroots Arts Grant	1,415.00
Madison- Morgan Cultural Center	"Art in the Rainforest" Oglethorpe Co.Grassroots Arts Grant	980.00
Madison- Morgan Cultural Center	"A Good Life: Stories from Madison County" Grassroots	1,400.00
Athens Jewish Film Festival and ACCL	"Yiddish Theater: A Love Story" Film	
E-Rate	Educational Discount on telephone grant	15,243.08
American Library Association	"Dollar General" for American Dream Grant	5,000.00
Plumb Creek Timber Company	Books for Summer Reading Club	897.00
ALSL Institute for Children's Librarianship	Atlanta Conference	1,500.00
State of Georgia Financing Commission	ACCL Construction Grant	202,987.30
<b>TOTAL</b>		<b>374,302.38</b>

### In Progress

USDA Rural Development Office	Royston Library	50,000.00
USDA Rural Development Office	Madison County Library	50,000.00

### Grants Applied For

Institute of Museum and Library Science	Library Grant	275,000.00
National Endowment for the Humanities	"Picturing America" Grant	1,500.00
Georgia Humanities Council	Harriet Powers Grant	2,000.00
Jenny Jones Foundation	Pinewoods Grant	25,000.00
<b>TOTAL</b>		<b>303,500.00</b>

**Athens Regional Library System - Library Cards Issued FY10**

	Athens-Clarke					Franklin		Madison		Oconee		Oglethorpe
	ARL-ATH	ARL-EAST	ARL-LAY	ARL-PW	ARL-WINT	ARL-LAV	ARL-ROY	ARL-DAN	ARL-BOG	ARL-WAT	ARL-LEX	
BALDWIN	1	0	0	0	0	0	0	0	0	0	0	0
BANKS	9	0	0	0	0	0	0	19	0	0	0	0
BARROW	81	0	0	0	0	0	0	1	31	24	1	
BARTOW	2	0	0	0	0	0	0	0	0	0	0	
BIBB	1	0	0	0	0	0	0	0	0	0	0	
BROWARD	0	0	0	0	1	0	0	0	0	0	0	
CARROLL	1	0	0	0	0	0	0	0	0	1	0	
CHATHAM	5	0	0	0	0	0	0	0	0	0	0	
CHEROKEE	1	0	0	0	0	0	0	0	0	3	0	
CLARKE	3,644	6	4	39	55	2	0	5	19	126	20	
CLAYTON	2	0	0	0	0	0	0	0	0	0	0	
COBB	7	0	0	0	0	0	0	0	0	0	1	
DEKALB	13	0	0	0	0	0	0	1	0	5	2	
DOUGHERTY	0	0	0	0	0	0	0	0	0	1	0	
DOUGLAS	0	0	0	0	0	0	0	0	1	0	0	
ELBERT	11	0	0	0	0	1	12	3	0	0	1	
FORSYTH	1	0	0	0	0	0	0	0	0	1	0	
FRANKLIN	10	0	0	0	0	188	235	10	0	0	0	
FULTON	19	0	0	0	0	0	0	0	0	2	0	
GREENE	3	0	0	0	0	0	0	0	0	2	3	
GWINNETT	29	0	0	0	0	0	0	1	0	10	2	
HABERSHAM	1	0	0	0	0	1	0	0	0	0	1	
HALL	1	0	0	0	0	0	1	0	0	0	0	
HART	3	0	0	0	0	16	29	1	0	0	0	
IRWIN	1	0	0	0	0	0	0	0	0	0	0	
JACKSON	51	0	0	1	0	0	0	11	7	3	0	
JEFFERSON	2	0	0	0	0	0	0	0	0	0	0	
LAURENS	1	0	0	0	0	0	0	0	0	0	0	
LEE	1	0	0	0	0	0	0	0	0	0	0	
LUMPKIN	1	0	0	0	0	0	0	0	0	0	0	
MADISON	125	0	0	3	3	0	11	627	1	4	40	
MCDUFFIE	1	0	0	0	0	0	0	0	0	0	0	
MORGAN	4	0	0	0	0	0	0	0	0	10	0	
MUSCOGEE	2	0	0	0	0	0	0	0	0	0	0	
NEWTON	3	0	0	0	0	0	0	0	0	0	0	
OCONEE	160	0	0	0	1	0	0	1	110	796	0	
OGLETHORPE	22	0	0	0	0	0	1	4	0	2	227	
POLK	1	0	0	0	0	0	0	0	0	0	0	
RICHMOND	1	0	0	0	0	0	0	0	0	0	0	
ROCKDALE	2	0	0	0	0	0	0	0	0	0	0	
STEPHENS	4	0	0	0	0	49	4	0	0	0	0	
TALIAFERRO	0	0	0	0	0	0	0	0	0	0	1	
WALTON	20	0	0	1	0	0	0	1	4	10	0	
WAYNE	1	0	0	0	0	0	0	0	0	0	0	
WILKES	5	0	0	0	0	0	0	0	0	0	6	
WORTH	1	0	0	0	0	0	0	0	0	0	0	
	43	0	1	0	1	0	7	3	1	16	5	
<b>TOTAL</b>	<b>4,297</b>	<b>6</b>	<b>5</b>	<b>44</b>	<b>89</b>	<b>257</b>	<b>300</b>	<b>688</b>	<b>174</b>	<b>1,016</b>	<b>310</b>	

**Athens Regional Library System**  
**Number of Library Cards as of June 30, 2010**

County	Population (Office of Planning and Budget 2010)	Total Number of Library Cards by County	Percentage of Library Card Holders in County	Library	Number of Library Cards Per Branch
<b>Athens-Clarke</b>	117,485	58,224	49.50%	ARL-ATH ARL-EAST ARL-LAY ARL-PWOODS ARL-WINT	56,815 187 93 325 804
<b>Franklin</b>	22,346	6,756	30.20%	ARL-LAV ARL-ROY	2,974 3,782
<b>Madison</b>	29,111	7,891	27.10%	ARL-DAN	7,891
<b>Oconee</b>	34,503	15,555	45%	ARL-BOG ARL-WAT	2,088 13,467
<b>Oglethorpe</b>	14,940	4,383	29.30%	ARL-LEX	4,383
<b>TOTAL for Athens Regional Library System</b>	<b>218,385</b>	<b>92,809</b>	<b>42.50%</b>		

**Athens Regional Library System  
FY10 Unique Management Services**

<b>Library Expenditure</b>	<b>Patrons</b>	<b>Value of Library Materials Outstanding</b>		<b>Recovered</b>				
		<b>Principal Balance at Referral</b> (includes overdue fines, collection fees, price of items and processing fees)	<b>Outstanding Balance</b> (includes overdue fines, collection fees, price of items and processing fees)	<b>Materials Value Returned</b>	<b>Cash Payments</b>	<b>Waived</b>		
<b>Payments for Unique Management Services</b>	<b>Number of Patrons Referred to Unique Management</b>	\$11,464.95	1,229	\$123,770.63	\$99,005.16	\$23,525.91	\$20,066.38	\$2,569.48

**Athens Regional Library System**  
**Report on Overdue Materials as of June 30, 2010**

Overdue Period	Athens-Clarke					Franklin		Madison		Oconee		Oglethorpe		TOTAL Overdues for Region
	ARL-ATH	ARL-EAST	ARL-LAY	ARL-PW	ARL-WINT	ARL-LAV	ARL-ROY	ARL-DAN	ARL-BOG	ARL-WAT	ARL-LEX			
1-89 days	1,929	8	4	4	28	163	115	276	117	713	80			3,437
90-365 days	1,439	15	9	8	17	84	79	182	91	257	137			2,318
1 year+	6,217	110	41	63	184	460	636	854	334	1,192	601			10,692
TOTAL	9,585	133	54	75	229	707	830	1,312	542	2,162	818			16,447

Athens Regional Library System  
FY10 - Count of Items Sent To and From ARLS Libraries

	Athens-Clarke					Franklin		Madison		Oconee		Oglethorpe	
	ARL-ATH	ARL-EAST	ARL-LAY	ARL-PW	ARL-WINT	ARL-LAV	ARL-ROY	ARL-DAN	ARL-BOG	ARL-WAT	ARL-LEX		TOTAL
<b>TOTAL items received from all PINES libraries; including ARLS libraries</b>	83,934	459	567	186	5,034	5,484	9,863	15,770	10,835	29,187	8,312		<b>169,631</b>
<b>TOTAL items sent to all PINES libraries; including ARLS libraries</b>	60,085	429	590	217	8,009	5,958	10,288	17,809	11,956	36,855	10,246		<b>162,442</b>
Items received <b>from</b> other ARLS libraries	20,170	245	261	109	3,100	2,648	5,026	8,664	7,393	18,639	5,069		<b>71,324</b>
Items sent <b>to</b> other ARLS libraries	26,761	226	304	150	6,113	3,147	5,306	11,119	9,066	26,618	6,962		<b>95,772</b>

Director's Report  
July 15, 2010

Exciting news: We have just hired a new Circulation Manager for Athens and the Region. Priscilla Lewis who has been a weekend reference librarian will assume this responsibility. She will manage the Athens circ group, but will also be working with all staff across the region with training, reports, and general system administration. She begins this new post on August 11. There is another vacancy that we are currently examining for a Homebound Specialist. We would like to continue homebound services, but combine this with another day of courier service if possible. Donna Brumby is working on possible scheduling and a job description. Our courier load is continuing to increase and there is a need to add another day's delivery. The thought is that on the way to a branch, the new employee could also stop and deliver materials to the users.

Fiscal year end wrap up is the top priority as we prepare for the auditors and conduct a review of our progress towards goals. We were able to hire several temporary assistants this year, thanks to budget surpluses and Friends contributions, which has helped to keep up with programming and with shelving books. Community Service workers have been working on dusting shelves, washing windows, and other organizational duties as assigned in Athens.

Summer reading kicked off with a splash! The annual summer reading program features special events for children, young adults, and adults. See the web page for more specifics. It is definitely not too late to join up!

Over the past month, we conducted a Customer Satisfaction Survey and the results by county are appended to this report. Across the region, people want more hours [open later daily and on Friday, Saturday and Sunday evenings], more books, more AV and more programs. They also want a pristine environment that is clean and safe. They also greatly appreciate our staff and what each library has to offer.

**Athens Construction:** The architects and SPLOST office representatives have been meeting regularly with our staff to determine the best layouts and design. Every team leader and some support staff have been involved and as you will see today, it is looking very promising!

**Madison County Construction:** Architects are also hard at work on the Madison County Library's expansion project. We are adding 7500 square feet to the existing 10,000 square foot building. Yesterday, the architects held a tour of the site and facility with all the consultants and the interior designer for Madison County's project and met with board representatives to discuss the color and ambience desired.

**Royston Construction:** We are also progressing with the Royston Library "trading spaces" project where City Hall and the Library will be exchanging space. The Library will grow from 5000 square feet to 8200 square feet. This project is hopefully on next year's priority list for construction with the State. It is the number one ranked branch facility.

Good news from USDA. The Rural Development Commission has awarded the Royston Public Library \$50,000 for computer purchases including equipment and furnishings for that facility. This is one of the first grants awarded in Georgia! Madison County has also applied for this grant. There is one final step required for completion of the application—a public hearing which will be held on July 26 in Danielsville. This too would be a \$50,000 grant for the purchase of

computers and other equipment, much needed for this project. Funding is from the Stimulus Bill with a hefty local match, and administered by the Georgia RDC.

We welcome a new branch manager in Winterville. Julie Webb Carnes, previously the Saturday manager and a substitute in several libraries was promoted to replace Lizz Bernstein who resigned to take a full time position with UGA. We will miss Lizz, but Julie knows the Winterville routine well and we're glad to have her! Susanna Gawrysiak becomes the part-time assistant there.

Discussions about the future design of the Talking Books Centers across the State continue. The planning team continues to think about further consolidation of the mail function, centralizing it into one statewide warehouse facility, and focusing efforts on outreach. This has been discussed for several years and I anticipate that will happen within the next 18 months. It would free up our staff to concentrate on Reader's Advisory and Outreach to service agencies that serve blind and physically disabled users. Right now, we focus entirely too much time on the mail function!

One of the grants I'll be working on this fall is to commemorate the 150<sup>th</sup> anniversary of the beginning of the Civil War. There are so many interesting topics to explore! I plan to form a small community group to explore an outline of activities for a year-round series of book discussions, films, lectures and exhibits. Our own Heritage Room and other local history collections in the region have vast resources about this period of time. If you have some ideas or suggestions for direction on this project, please do let me know via e-mail or by phone. I think there remains tremendous interest today. David Firor, a former Athens county commissioner and library board chair and now deceased, used to discuss the "War of Northern Aggression" regularly, and I'm sure others will chime in on the topic as well!

We have been fortunate to secure a grant to send three staff members to the national Association for Library Services to Children. This year the meeting will be held at the Emory Conference Center for 3 days in September. Kim James, children's specialist from Athens, Jessie Johnson, children's specialist from Oconee County, and Aida Quinones from Pinewoods Library will attend courtesy of the grant which provides registration, 2 nights' hotel, food, and travel costs for the conference.

We will be working with two other library systems this fall to present our annual staff development day program. We're cooperating with Piedmont [based in Winder] and Uncle Remus [based in Madison] to plan a day long program on November 11 at the Oconee Civic Center with afternoon sessions held at the Oconee County Library. This will be a pilot project among our systems to see what other functions we could share in the future. Our focus will be on technology, PINES, and updated software in addition to some specific issues that will be addressed with local staff.

Enjoy reading this summer or listen to a downloadable audio!

## **Athens Regional Library System Proctoring Service Policy**

The Athens Regional Library System values the concept of lifelong learning. To support these goals, students may request exam proctoring at the Library. Exam proctoring is subject to the availability of authorized staff and will be undertaken provided the conditions set by the examining institution be met without undue disruption of the library's normal functions.

### **PROCTORING FEES:**

- \$5.00 per exam.
  - \$1.00 per page if faxing is required.
  - \$0.10 per page if printing is required.
- All fees are payable prior to taking an exam.

### **PROCTORING GUIDELINES:**

- All exams must be sent to the library.
- An appointment must be made for each exam.
- Students are responsible for ensuring that all exam requirements are met and that any tests have been received by the library before the exam is taken.
- The Library will not proctor any exam which requires the proctor to sit with the student during the exam.
- No costs such as postage or copying are to be incurred by the Library.
- Exams must occur during the Library's regular hours of operation and be completed 15 minutes before the Library closes.
- The Library will not be responsible for the delayed arrival of tests from the examining institution, nor for any completed tests once they leave the Library's possession and have been sent back to the examining institution.

The Library requests that participating institutions and/or students provide the following:

1. Name of the educational institution.
2. Name of the student.
3. Instructions to the proctor for administering the exam.
4. Expiration date.
5. Return envelope with postage affixed.

## Regional Proposed Budget FY2011

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<u>Revenue:</u>	<u>FY2010</u>	<u>FY2011</u>	<u>VARIANCE</u>
<u>Amount</u>	<u>Amount</u>		
<u>Regional:</u>			
Outreach	107,400.00	107,400.00	
Interest	4,000.00	4,000.00	
Personnel	661,255.57	651,967.69	(9,287.88)
Materials	41,468.97	44,943.79	3,474.82
System Services Grant	143,959.62	146,851.09	2,891.47
Talking Book Center of NEGA	131,091.20	129,357.80	(1,733.40)
<b>Totals</b>	<b>1,089,175.36</b>	<b>1,084,520.37</b>	<b>4,654.99</b>

<u>Expenditures:</u>	<u>Budget</u>	<u>FY2011</u>	
	<u>Amount</u>	<u>Amount</u>	
<u>Regional:</u>			
Wages/Benefits Courier	8,055.81	8,055.81	
Vehicle Operating & Repairs	9,810.00	9,810.00	
Summer Reading Club	4,000.00	4,000.00	
Staff Development Day	1,500.00	1,500.00	
Debt Collection Service	15,000.00	15,000.00	
Workers Compensation	12,000.00	12,000.00	
Professional Fees	4,575.00	4,575.00	
Postage	7,000.00	7,000.00	
Travel	8,807.19	8,807.19	
Printing and Publicity	2,000.00	2,000.00	
Dues/Registration	2,000.00	2,000.00	
Computer Maintenance	2,420.00	2,420.00	
Insurance	17,142.00	17,142.00	
Supplies	17,090.00	17,090.00	
Personnel	661,255.57	651,967.69	9,287.88
Materials	41,468.97	44,943.79	(3,474.82)
System Services Grant	143,959.62	146,851.09	(2,891.47)
Special Needs Learning Center	131,091.20	129,357.80	1,733.40
<b>Totals</b>	<b>1,089,175.36</b>	<b>1,084,520.37</b>	<b>4,654.99</b>

Revenue over (under) expenditures

## **CONSTRUCTION FUNDS FY2011**

### **MADISON COUNTY CONSTRUCTION FUNDS**

#### **REVENUES:**

To be reimbursed by Georgia State Finance Commission and 2,100,000.00

Madison County Board of Commission

#### **EXPENDITURES:**

PONDER AND PONDER INVOICE 05/20/10 3,587.50

PONDER AND PONDER INVOICE 06/30/2010 10,762.50

TOTAL 14,350.00

Revenues over (under) expenditures 2,085,650.00

### **ATHENS-CLARKE COUNTY CONSTRUCTION FUNDS**

STATE CONSTRUCTION FUNDS 2,000,000.00

ATHENS-CLARKE COUNTY GOVERNMENT SPLOST FUNDS 7,200,000.00

TOTAL CONSTRUCTION REVENUES 9,200,000.00

#### **EXPENDITURES**

PROGRAM MANAGEMENT/ARCHITECTURAL COSTS 202,987.30

REVENUES OVER (UNDER) EXPENDITURES 8,997,012.70

### **PROPOSED FY12 CONSTRUCTION FUNDS**

### **ROYSTON CONSTRUCTION FUNDS**

#### **REVENUES**

Georgia State Financing Commission 1,268,214.00

Private funds 400,000.00

Local Government Funds 68,225.00

TOTAL REVENUES 1,736,439.00

#### **EXPENDITURES**

PONDER AND PONDER ARCHITECT 3,250.00

REVENUES OVER (UNDER) EXPENDITURES 1,733,189.00

**STATE REGIONAL SYSTEM SERVICES GRANT SALARIES FY2011 PROPOSED**

EMPLOYEE	FY10	FY10	FY11
	GROSS	BENEFITS	BENEFITS
BOWDEN 1/2	28,912.27	39,300.45	39,454.84
DEAL 2/3	33,689.55	45,794.21	45,974.11
SIMONDS 2/5	21,306.00	28,961.25	29,075.02
JAMES, KIMBERLY	4,612.23	6,269.40	6,294.03
BARNETT, CONNIE	7,017.00	7,553.80	9,909.40
CARLAN 1/2	11,830.00	16,080.52	16,143.69
TOTAL	107,367.05	143,959.62	146,851.09

## STATE MATERIALS GRANT FY2011

FY2010	FY2011	variance
<u>53,002.20</u>	<u>44,943.79</u>	(8,058.41)

FY2011 .16 CENTS PER CAPITA		
County	Population	Amount
Clarke	118,709	18,993.44
Franklin	22,649	3,623.84
Madison	29,642	4,742.72
Oconee	35,754	5,720.64
Oglethorpe	15,449	2,471.84
Regional	222,203	8,890.52
		44,443.00

**Talking Book Center FY2011 Proposed Budget**

<b>Revenues</b>	<b>FY2010</b>	<b>FY2011</b>	<b>variance</b>
State TBC Grant	<u>131,091.20</u>	<u>129,357.80</u>	<u>(1,733.40)</u>

**Expenditures**

Salaries	93,322.27	92,322.27	(1,000.00)
Benefits	25,626.11	24,892.71	(733.40)
Printing	640.00	640.00	-
Electricity	10,000.00	10,000.00	-
Telephone	1,502.82	1,502.82	-
	<u>131,091.20</u>	<u>129,357.80</u>	<u>(1,733.40)</u>

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**Athens Regional  
State Grants - Fiscal Year Ended June 30, 2011**

Employee	July - August		September - December		January - June		Total State Paid Salary and Supplement	TRS Grant	GHI Grant	FICA Grant
	Base Monthly Salary	State Supp.	Base Monthly Salary	State Supp.	Base Monthly Salary	State Supp.				
Ames, K	6,534.27	75.00	6,534.27	75.00	6,534.27	75.00	79,311.24	8,153.20	14,699.74	0.00
Atwood, J	6,534.27	50.00	6,534.27	50.00	6,534.27	50.00	79,011.24	8,122.36	14,644.14	1,115.66
Brumby, D	5,782.54	0.00	5,782.54	0.00	5,782.54	0.00	69,390.48	7,133.34	17,361.01	1,006.16
Carter, L	6,534.27	0.00	6,534.27	0.00	6,534.27	0.00	78,411.24	8,060.68	14,532.94	1,136.96
Green, T	4,988.06	50.00	4,988.06	50.00	4,988.06	50.00	60,456.72	6,214.95	11,205.20	876.62
Elsner, J	5,782.54	0.00	5,782.54	0.00	5,782.54	0.00	69,390.48	7,133.34	12,861.01	1,006.16
Hartel, M	5,450.64	0.00	5,450.64	0.00	5,450.64	0.00	65,407.68	6,723.91	12,122.82	948.41
<b>1 Mandatory Conversion</b>							<b>\$501,379.08</b>	<b>\$51,541.78</b>	<b>\$92,926.86</b>	<b>\$6,119.97</b>

Population	222,203
Required Conversion	1
Total # Conversions	1
Value of Conversions	\$55,000.00
Basic SSG Grant	\$91,851.09
Materials Grant	\$44,943.79
SLBPH Grant	\$129,357.80
Total General Grants	\$321,152.68
Salary and Benefits	\$651,967.69
<b>Total Grants</b>	<b>\$973,120.37</b>

**Athens Regional Library System****Athens-Clarke County****Circulation**

## Athens

	FY 2008	FY 2009	FY2010
July	56,744	63,279	62,210
August	49,007	53,537	56,761
Sept.	45,344	51,046	55,161
October	49,665	50,792	55,013
November	45,154	49,973	53,444
December	39,751	45,163	46,544
January	48,729	51,868	50,956
February	47,359	50,294	50,226
March	49,770	53,301	55,133
April	48,944	50,203	47,111
May	51,410	54,656	54,461
June	62,009	66,218	65,210
<b>TOTAL</b>	<b>593,886</b>	<b>640,330</b>	<b>652,230</b>

## E.Athens

	FY 2008	FY 2009	FY2010
July	1119	1,656	671
August	750	805	352
Sept.	579	977	441
October	1030	777	260
November	433	417	281
December	649	451	188
January	590	332	284
February	405	466	235
March	734	548	430
April	782	668	337
May	1,064	443	361
June	1,602	698	425
<b>TOTAL</b>	<b>9,737</b>	<b>8,238</b>	<b>4,265</b>

## Pinewoods

	FY 2008	FY 2009	FY2010
July	1821	1,564	1,958
August	1988	1,878	2,033
Sept.	1675	1,543	2,185
October	1451	1,835	1,650
November	2406	1,938	1,813
December	1148	1,250	1,773
January	1934	2,127	1,664
February	2229	2,082	1,590
March	2367	1,368	1,867
April	1439	1,003	1,862
May	1544	1,484	1,578
June	1231	1,974	2,028
<b>TOTAL</b>	<b>21233</b>	<b>20,046</b>	<b>22,001</b>

Lay Park

	FY 2008	FY 2009	FY2010
July	1596	1,130	1,499
August	1022	990	465
Sept.	1068	1,056	564
October	939	1,154	268
November	965	541	396
December	731	935	375
January	650	956	524
February	843	816	667
March	1,182	903	711
April	1,144	1,134	451
May	1,157	1,343	720
June	1,948	2,102	691
<b>TOTAL</b>	<b>13,245</b>	<b>13,060</b>	<b>7,331</b>

Winterville

	FY 2008	FY 2009	FY2010
July	1,536	1,874	1,931
August	1,226	1,491	1,491
Sept.	1,219	1,728	1,936
October	1,296	1,736	1,636
November	1,179	1,575	1,598
December	1,190	1,266	1,593
January	1,282	1,605	1,453
February	1,187	1,595	1,381
March	1,237	1,737	1,638
April	1,158	1,859	1,531
May	1,686	1,760	1,407
June	2,128	2,036	2,141
<b>TOTAL</b>	<b>16,324</b>	<b>20,262</b>	<b>19,736</b>

Bookmobile/Outreach

	FY 2008	FY 2009	FY2010
July	547	477	258
August	284	613	122
Sept.	435	490	223
October	520	339	140
November	580	454	137
December	324	197	203
January	538	108	164
February	506	349	272
March	487	160	86
April	420	106	227
May	301	227	185
June	555	117	231
<b>TOTAL</b>	<b>5,497</b>	<b>3,637</b>	<b>2,248</b>

Overdrive  
Athens

	FY 2009	FY2010
July	159	453
August	163	481
Sept.	143	415
October	238	420
November	254	576
December	270	589
January	281	534
February	284	425
March	307	610
April	290	522
May	323	637
June	389	648
<b>TOTAL</b>	<b>3101</b>	<b>6310</b>

Pinewoods

	FY 2009	FY2010
July	4	2
August	3	1
Sept.	0	6
October	0	0
November	2	3
December	4	0
January	0	0
February	0	0
March	0	0
April	8	0
May	-	0
June	5	0
<b>TOTAL</b>	<b>26</b>	<b>12</b>

E. Athens FY 2010

March	3
April	5
May	1
June	-
<b>TOTAL</b>	<b>9</b>

Winterville FY 2010

April	3
May	3
June	2
<b>TOTAL</b>	<b>8</b>

**Attendance**

Athens

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	62,340	72,340	61,870
August	62,802	82,419	59,571
Sept.	52,018	52,025	54,143
October	59,424	54,947	51,658
November	49,652	55,018	55,179
December	45,935	52,117	50,831
January	41,557	51,918	61,289
February	54,622	50,219	57,375
March	56,050	54,638	62,860
April	53,646	60,183	54,715
May	51,760	60,425	58,813
June	58,287	68,267	67,770
<b>TOTAL</b>	<b>648,093</b>	<b>714,516</b>	<b>696,074</b>

E. Athens

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	449	718	408
August	447	470	209
Sept.	309	528	345
October	455	503	196
November	184	552	299
December	274	407	256
January	453	472	307
February	367	629	292
March	429	682	394
April	451	697	266
May	508	432	327
June	562	562	515
<b>TOTAL</b>	<b>4888</b>	<b>6652</b>	<b>3,814</b>

Pinewoods

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	1,699	2,199	1,796
August	1,703	1,806	2,326
Sept.	1,717	2,115	2,504
October	1,853	2,271	2,170
November	1,903	1,985	2,620
December	1,435	1,645	2,087
January	1,951	2,760	1,886
February	1,853	1,952	2,508
March	2,031	2,186	2,589
April	2,278	885	2,636
May	1,746	980	2,109
June	2,070	2,091	3,001
<b>TOTAL</b>	<b>22,239</b>	<b>22,875</b>	<b>28,232</b>

Lay Park

	FY 2008	FY 2009	FY2010
July	1108	908	1,159
August	802	683	485
Sept.	1007	898	860
October	944	1092	460
November	800	837	561
December	22	779	487
January	35	837	543
February	804	872	749
March	1111	910	1,007
April	1092	1,195	793
May	1017	922	645
June	109	1,289	150
<b>TOTAL</b>	<b>8851</b>	<b>11,222</b>	<b>7,899</b>

Winterville

	FY 2008	FY 2009	FY2010
July	765	754	851
August	567	684	759
Sept.	671	755	762
October	769	785	711
November	637	787	724
December	407	545	657
January	500	742	754
February	540	688	708
March	568	824	888
April	539	791	813
May	581	745	752
June	836	893	1,092
<b>TOTAL</b>	<b>7,380</b>	<b>8,993</b>	<b>9,471</b>

**Computer Use**

Athens

	FY 2008	FY 2009	FY2010
July	20,299	20,200	22,287
August	19,284	20,249	22,451
Sept.	39,583	40,449	44,738
October	18,673	19,805	20,922
November	16,160	19,667	20,193
December	14,807	20,267	19,939
January	18,114	21,315	19,282
February	17,514	19,474	18,596
March	16,256	20,867	21,693
April	17,887	21,159	20,145
May	18,899	20,701	19,122
June	20,706	23,459	23,714
<b>TOTAL</b>	<b>238,182</b>	<b>267,612</b>	<b>273,082</b>

E. Athens

	FY 2008	FY 2009	FY2010
July	217	351	274
August	214	226	151
Sept.	125	241	245
October	214	235	112
November	100	113	192
December	140	323	176
January	228	199	187
February	174	237	161
March	204	241	236
April	233	256	182
May	244	296	206
June	305	329	283
<b>TOTAL</b>	<b>2398</b>	<b>3,047</b>	<b>2,405</b>

Pinewoods

	FY 2008	FY 2009	FY2010
July	1418	1,764	623
August	855	1,322	736
Sept.	1338	1,676	796
October	1403	1,767	819
November	1513	1,462	581
December	1122	1,291	597
January	1580	1,426	825
February	1403	1,566	859
March	1558	1,708	1,273
April	1716	1,761	1,403
May	1297	1,719	1,740
June	1634	1,904	1,702
<b>TOTAL</b>	<b>16837</b>	<b>19,366</b>	<b>11,954</b>

Lay Park

	FY 2008	FY 2009	FY2010
July	189	204	293
August	190	202	116
Sept.	172	277	194
October	169	304	91
November	131	210	132
December	5	218	176
January	13	210	103
February	191	184	147
March	326	275	337
April	338	354	298
May	290	380	267
June	17	235	150
<b>TOTAL</b>	<b>2031</b>	<b>3,053</b>	<b>2,304</b>

**Winterville**

	FY 2008	FY 2009	FY2010
July	283	255	279
August	224	225	224
Sept.	217	248	320
October	169	304	91
November	131	210	132
December	5	218	176
January	164	260	275
February	209	197	208
March	209	417	288
April	193	259	287
May	193	240	296
June	242	284	307
<b>TOTAL</b>	<b>2239</b>	<b>3,117</b>	<b>2,883</b>

**Franklin County Libraries****Circulation**

## Lavonia-Carnegie

	FY 2008	FY 2009	FY2010
July	3,162	3,483	3,583
August	1,951	2,037	2,297
Sept.	1,521	1,695	1,893
October	1,686	1,598	1,697
November	1,546	1,652	1,373
December	1,162	1,690	1,349
January	1,364	1,647	1,522
February	1,539	1,520	1,544
March	1,668	1,772	1,512
April	1,535	1,573	1,482
May	1,293	1,861	1,577
June	3,133	4,034	4,300
<b>TOTAL</b>	<b>21,560</b>	<b>24,562</b>	<b>24,129</b>

## Royston

	FY 2008	FY 2009	FY2010
July	4,657	5,400	5,074
August	3,334	3,121	3,479
Sept.	2,396	3,055	3,545
October	2,498	2,991	3,531
November	2,271	2,734	2,957
December	2,162	2,494	2,703
January	2,792	3,125	2,812
February	2,792	3,289	3,056
March	2,654	3,356	3,099
April	2,815	3,166	2,998
May	2,633	3,286	2,748
June	4,894	6,042	5,370
<b>TOTAL</b>	<b>35,898</b>	<b>42,059</b>	<b>41,372</b>

Outreach

	FY2008	FY2009	FY2010
July	212	167	-
August	231	-	172
Sept.	220	160	170
October	179	180	120
November	0	178	0
December	181	175	120
January	188	170	120
February	191	168	0
March	0	170	120
April	175	-	122
May	181	170	122
June	225	172	-
<b>TOTAL</b>	<b>1983</b>	<b>1,710</b>	<b>1,066</b>

Overdrive

Lavonia-Carnegie

	FY2009	FY2010
July	8	25
August	14	22
Sept.	13	21
October	12	31
November	13	23
December	11	15
January	27	22
February	33	20
March	20	11
April	26	26
May	13	19
June	29	16
<b>TOTAL</b>	<b>219</b>	<b>251</b>

Royston

	FY2009	FY2010
July	10	21
August	8	17
Sept.	2	30
October	17	37
November	16	21
December	18	27
January	22	41
February	26	48
March	31	58
April	17	46
May	8	38
June	26	38
<b>TOTAL</b>	<b>201</b>	<b>422</b>

**Attendance**

Lavonia-Carnegie

	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>
July	5,196	5,081	4,906
August	4,305	4,511	3,414
Sept.	2,166	4,264	4,267
October	3,394	3,672	3,579
November	3,256	3,391	3,254
December	2,944	3,369	3,265
January	3,482	3,751	3,208
February	3,793	3,754	2,934
March	3,981	4,030	2,976
April	3,638	4,622	3,717
May	3,475	4,184	3,432
June	4,522	5,445	4,959
<b>TOTAL</b>	<b>44,152</b>	<b>50,074</b>	<b>43,911</b>

Royston

	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>
July	6,158	7,198	7,531
August	5,732	6,067	5,872
Sept.	4,307	5,361	6,793
October	5,034	5,287	6,260
November	4,453	5,006	5,310
December	3,843	4,736	4,651
January	4,974	5,433	5,060
February	5,680	5,780	5,374
March	5,370	5,812	5,173
April	5,211	5,352	5,110
May	5,165	4,898	4,899
June	6,226	6,424	6,341
<b>TOTAL</b>	<b>62,153</b>	<b>67,354</b>	<b>68,374</b>

**Computer Use**

Lavonia-Carnegie

	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>
July	1285	1,558	1,613
August	1110	1,350	1,719
Sept.	943	1,366	1,572
October	1,103	1,324	1,528
November	1,007	1,380	1,504
December	1,049	1,345	1,402
January	1209	1,405	1,337
February	1337	1,359	1,096
March	1364	1,424	1,199
April	1354	1,506	1,133
May	1272	1,459	1,117
June	1507	1,687	1,440
<b>TOTAL</b>	<b>14,540</b>	<b>17,163</b>	<b>16,660</b>

**Royston**

	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>
July	1498	1,752	1,952
August	1401	1,771	1,800
Sept.	1062	1,768	1,701
October	1255	1,696	1,786
November	1254	1,541	1,579
December	1083	1,604	1,413
January	1259	1,657	1,547
February	1393	1,536	1,488
March	1463	1,853	1,505
April	1420	1,761	1,460
May	1493	1,719	1,415
June	1573	1,904	1,517
<b>TOTAL</b>	<b>16,154</b>	<b>20,562</b>	<b>19,163</b>

**Madison County**

**Circulation**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	7,432	8,822	8,057
August	6,224	7,231	6,488
Sept.	5,496	6,728	7,124
October	6,266	7,014	7,654
November	5,490	6,840	6,759
December	4,793	6,254	5,900
January	5,906	6,333	6,392
February	6,435	6,523	6,271
March	6,250	6,687	6,285
April	6,314	6,149	5,785
May	7,195	6,842	7,103
June	9,662	9,036	9,260
<b>TOTAL</b>	<b>77,463</b>	<b>84,459</b>	<b>83,078</b>

**Outreach**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>
July	204	20	124
August	190	103	198
Sept.	123	113	110
October	55	112	49
November	145	77	165
December	204	113	171
January	177	65	109
February	114	92	29
March	32	40	199
April	151	172	103
May	151	173	66
June	333	81	166
<b>TOTAL</b>	<b>1,879</b>	<b>1,161</b>	<b>1,489</b>

Overdrive

	FY2009	FY2010
July	13	12
August	18	23
Sept.	23	19
October	31	16
November	29	24
December	18	11
January	4	39
February	5	43
March	18	29
April	26	38
May	21	28
June	31	66
<b>TOTAL</b>	<b>237</b>	<b>348</b>

Attendance

	FY 2008	FY 2009	FY2010
July	9,311	9,423	9,050
August	8,863	8,571	8,727
Sept.	8281	10,111	9,818
October	8515	8,772	8,422
November	6,933	7,143	8,304
December	7,081	6,424	6,101
January	7,135	7,461	6,946
February	7,716	7,233	6,535
March	8,512	9,073	8,067
April	8,626	8,660	7,068
May	9,308	8,308	7,417
June	8,858	8,834	9,046
<b>TOTAL</b>	<b>99,139</b>	<b>100,013</b>	<b>95,501</b>

Computer Use

	FY 2008	FY 2009	FY2010
July	3,839	2,872	3,072
August	4,120	3,179	2,875
Sept.	2,848	2,951	2,823
October	2725	2,786	2,814
November	2423	2,866	2,708
December	2217	2,501	2,478
January	2433	3,017	2,538
February	2417	2,803	2,366
March	2697	2,708	2,635
April	3452	2,683	298
May	2666	2,732	267
June	2769	2,806	150
<b>TOTAL</b>	<b>34,606</b>	<b>33,904</b>	<b>25,024</b>

## Oconee County Libraries

### Circulation

#### Oconee

	FY 2008	FY 2009	FY2010
July	16,708	18,382	18,476
August	14,060	15,491	16,431
Sept.	13,767	15,303	16,917
October	14,623	14,347	16,671
November	13,046	13,917	14,765
December	10,294	12,205	12,670
January	13,481	14,308	14,756
February	12,663	14,070	15,108
March	13,139	14,749	16,586
April	13,024	12,659	14,532
May	14,131	15,659	17,042
June	19,627	21,412	23,469
<b>TOTAL</b>	<b>168,563</b>	<b>182,502</b>	<b>197,423</b>

#### Bogart

	FY 2008	FY 2009	FY2010
July	4,276	4,757	4,961
August	3,645	3,619	4,302
Sept.	3,264	3,611	4,643
October	3,295	3,911	4,357
November	3,127	3,178	3,721
December	2,767	2,932	3,324
January	3,141	3,509	3,560
February	3,166	3,668	3,666
March	3,107	3,599	4,102
April	3,385	3,587	3,847
May	3,712	4,002	4,135
June	5,117	5,719	6,357
<b>TOTAL</b>	<b>42,002</b>	<b>46,092</b>	<b>50,975</b>

#### Outreach

	FY 2008	FY 2009	FY2010
July	15	22	32
August	-	19	-
Sept.	14	24	35
October	19	0	115
November	14	25	19
December	0	21	15
January	9	28	36
February	23	38	25
March	15	23	20
April	22	24	10
May	-	20	41
June	35	140	21
<b>TOTAL</b>	<b>166</b>	<b>384</b>	<b>369</b>

Overdrive  
Oconee

	FY2009	FY2010
July	43	132
August	74	145
Sept.	90	127
October	108	106
November	109	90
December	115	79
January	110	104
February	95	91
March	91	112
April	69	101
May	101	134
June	122	116
<b>TOTAL</b>	<b>1,127</b>	<b>1,337</b>

Bogart

	FY2009	FY2010
July	34	32
August	26	35
Sept.	31	38
October	31	26
November	29	25
December	30	25
January	32	27
February	31	28
March	38	30
April	34	29
May	39	47
June	44	43
<b>TOTAL</b>	<b>399</b>	<b>385</b>

**Attendance**

Oconee

	FY 2008	FY 2009	FY2010
July	17,651	20,029	22,039
August	18,520	19,426	20,089
Sept.	14,936	19,179	22,553
October	17,399	18,126	23,364
November	15,989	16,094	21,811
December	10,933	15,648	15,827
January	15,822	16,767	17,815
February	16,780	17,173	18,027
March	17,832	17,427	18,129
April	17,817	17,506	17,573
May	17,383	16,937	19,368
June	21,456	22,162	20,565
<b>TOTAL</b>	<b>202,518</b>	<b>216,474</b>	<b>237,160</b>

Bogart

	FY 2008	FY 2009	FY2010
July	5176	5,741	6,392
August	4806	4,931	5,525
Sept.	3886	4,296	5,882
October	4548	5,092	5,199
November	5014	3,845	4,716
December	3654	3,757	3,708
January	3830	3,914	4,447
February	4602	4,206	4,294
March	5047	4,413	4,924
April	4949	4,834	4,842
May	4984	5,169	4,887
June	6066	6,604	6,627
<b>TOTAL</b>	<b>56562</b>	<b>56,802</b>	<b>61,443</b>

**Computer Use**

Oconee

	FY 2008	FY 2009	FY2010
July	4042	4,997	5,752
August	4197	5,103	5,182
Sept.	3445	4,762	5,250
October	3671	4,886	5,589
November	3797	4,621	5,096
December	3632	4,353	4,510
January	4270	5,004	4,851
February	4084	4,588	4,814
March	4472	5,140	5,216
April	4721	5,206	4,649
May	4571	5,140	4,954
June	4720	5,433	5,350
<b>TOTAL</b>	<b>49622</b>	<b>59,233</b>	<b>61,213</b>

Bogart

	FY 2008	FY 2009	FY2010
July	895	892	1,554
August	794	949	1,620
Sept.	638	758	1,656
October	804	986	1,126
November	870	951	1,057
December	647	997	886
January	624	1,213	1,017
February	802	1,161	925
March	870	1,148	942
April	900	1,356	849
May	880	1,357	989
June	927	1,423	1,204
<b>TOTAL</b>	<b>9651</b>	<b>13,191</b>	<b>13,825</b>

## Oglethorpe County Library

### Circulation

	FY 2008	FY 2009	FY 2010
July	4,131	4,282	4,286
August	3,217	3,659	3,860
Sept.	3,225	3,578	4,439
October	3,567	3,795	4,055
November	2,867	3,439	3,769
December	2,451	3,501	3,374
January	3,179	3,657	3,659
February	3,262	3,435	3,298
March	3,543	3,699	3,621
April	2,925	3,201	3,208
May	4,343	3,869	3,026
June	4,216	5,133	4,231
<b>TOTAL</b>	<b>40,926</b>	<b>45,248</b>	<b>44,826</b>

### Outreach

	FY 2008	FY 2009	FY 2010
July	99	97	96
August	64	97	98
Sept.	0	94	0
October	110	90	106
November	91	87	110
December	95	91	1
January	107	124	25
February	93	115	109
March	2	115	102
April	101	114	101
May	102	112	-
June	187	-	82
<b>TOTAL</b>	<b>1,051</b>	<b>1,136</b>	<b>830</b>

### Overdrive

	FY 2009	FY 2010
July	1	21
August	1	12
Sept.	0	13
October	1	17
November	7	22
December	11	24
January	14	18
February	16	33
March	20	21
April	24	27
May	17	36
June	15	37
<b>TOTAL</b>	<b>127</b>	<b>281</b>

**Attendance**

	FY 2008	FY 2009	FY 2010
July	6,265	7,247	6,231
August	5,376	5,762	6,599
Sept.	5,090	5,618	6,106
October	5,979	6,944	5,691
November	6,070	5,409	5,380
December	4,327	4,198	5,977
January	5,998	6,568	4,667
February	7,519	5,485	5,446
March	5,982	6,082	6,438
April	6,415	5,571	6,825
May	5,846	5,320	5,369
June	7,127	6,638	4,657
<b>TOTAL</b>	<b>71,994</b>	<b>70,842</b>	<b>69,386</b>

**Computer Use**

	FY 2008	FY 2009	FY 2010
July	1482	2,497	2,210
August	1607	2,089	2,285
Sept.	1594	1,881	2,154
October	2038	1,934	2,047
November	1774	1,829	1,919
December	1751	1,872	1,701
January	2099	2,096	1,925
February	1980	2,050	1,652
March	2039	2,011	2,005
April	2245	1,968	1,827
May	2287	1,739	1,695
June	2278	2,200	1,981
<b>TOTAL</b>	<b>23174</b>	<b>24,166</b>	<b>23,401</b>

Approved 7/12/2010

# Franklin County Library Board

**Present:** Emma LeCroy, Teresa Crawford, Logan Mathis, Rosie Chitwood, Cheryl Slater, Rita Shoemaker, Kasie Freeman, Kathryn Ames, Donna Brumby, Ed Bowns, Jack Slaton, Wayne Miller

**Visitors:** None

**Date:** 04/12/2010

Rita Shoemaker called meeting to order.

Minutes: PC Virus lost minutes, will be issued at next meeting.

Agenda approved: Motions 1<sup>st</sup> Teresa Crawford; 2<sup>nd</sup> Wayne Miller; All agree

Public Comments: None

## Financial Reports

- 2011 Revenue Requests
  - o FC Board of Commissioners – ask for \$35,000
  - o FC Board of Education – ask for \$30,000
  - o City of Lavonia – ask for \$10,000
  - o City of Royston – ask for \$18,000
  - o City of Carnesville – ask for \$2,500
  - o City of Franklin Springs – ask for \$500
  - o City of Canon – ask for \$1,200
- More revenue suggestions: increase fees for fax, copies, computer printouts; change in fee is responsibility of the regional board, it should be the responsibility of the local board.
- Royston & Lavonia each need to hire one person to help with summer programs; transfer \$2,000 from Reserve account to each library to fund this: Motions 1<sup>st</sup> Wayne Miller; 2<sup>nd</sup> Jack Slaton; All in favor

## Director Report

- Place Drop Box in Carnesville – Motions 1<sup>st</sup> Jack Slaton, 2<sup>nd</sup> Wayne Miller; All in favor

## Local Reports

- Royston report presented by Rosie Chitwood
- Lavonia report presented by Emma LeCroy

## Old Business

- 21<sup>st</sup> Century Grant
  - o The library will not participate in the activities for the grant this year, and we will not pursue collecting the money owed to us for the previous year.

- Fundraising
  - o Joint Friends of Royston & of Lavonia meeting this month to discuss a calendar fundraiser; possibly a photo contest for pictures in the calendar
  - o Brick fundraiser for Royston, will get ideas for our next meeting from the architect

New Business

- Ask everyone to contact representatives: county board and city councils members, ask Frank Ginn to email Alan Powell for us concerning including our building project in the state budget.
- Correct Jack Slaton email address pjslaton@gmail.com
- 2010-2011 Officers – nominate this meeting, vote next meeting and they will take over at the July meeting
  - o Co Chairperson – Ed Bowns
  - o Co Chairperson – Cheryl Slater
  - o Vice Chairperson – Teresa Crawford
  - o Secretary – Kasie Freeman
    - Motions: 1<sup>st</sup> Jack Slaton; 2<sup>nd</sup> Ed Bowns; All in favor

Adjourn – Motions: Jack Slaton, 1<sup>st</sup>; Wayne Miller, 2<sup>nd</sup>; All Approve

Next meeting: Lavonia library, July 12, 2010 at 10:00 am.

Respectfully submitted by Secretary Kasie Freeman.

*Approved 11/12/10*

**OCONEE COUNTY LIBRARY BOARD  
MINUTES OF THE QUARTERLY MEETING  
April 12, 2010**

The meeting was called to order by a very temporary Acting Chair Dorothy Peltier, who was standing in for Janet Stratton to facilitate the election and installation of the selection of our new library board officers by the Nominating Committee formed at the January Quarterly Meeting. Brian Hawkins was chosen as President and Susan Broderick as Vice President and Dorothy Peltier to continue as Secretary of our Oconee County Library Board. Other members present included Deann Craft, Patricia Hallow, Kelly Holt, Robert Wyatt, and Art Zimmerman. Absent members were Phyllis Luke, Jerry Studdard, and Lisa Vaughn. Also present were Kathryn Ames, Donna Brumby, and Jackie Elsner. Brian then started our regular meeting asking for a motion to approve the minutes of the January Board Meeting. Art Zimmerman made the motion and Kelly Holt seconded.

**PUBLIC COMMENT**

There are no public comments to report.

**BRANCH MANAGER'S REPORT**

Jackie gave a summary of her report covering January through March starting with the Stats-at-a-Glance report that reflected an increase in activity in many areas for both the Watkinsville and the Bogart libraries. She particularly wanted the Board to note the Watkinsville door count increased 12% and circulation by 10%. She was very pleased with the success of many programs from the Computer classes to the Genealogy sessions and the Writers Workshop that the library had held for children, teens, and adults as shown by the numbers attending these programs. She mentioned the Dr. Seuss' Birthday Party for children, Pi Day held for teens, and the AARP volunteers, who set up to help tax filers that is something they do every year. She remarked on the program presented by the JR130 Committee on the life and legacy for Jeannette Rankin for which the Oconee County Library was pleased to be a co-sponsor.

Jackie ended her report with the good news that the BOE was going to provide the amount for our budget that was requested and that staff training would be able to continue.

**REGIONAL DIRECTOR'S REPORT**

Kathryn noted that in her Oconee County Libraries Circulation report the Oconee County Libraries Circulation and Attendance numbers were starting to go back up both in Watkinsville and Bogart in the third quarter as the usual up and down cycles that libraries go through every year.

Kathryn gave an overview of our Revenue and Expenditures for the third quarter. For Revenues we have received our budgeted amounts from the OCBOC and the OCBOE and the City of Watkinsville. We received more than expected for Copy Money but less than expected from Fines and Fees. The total of the revenues received so far brought us to 98.18% of our Budget Amount. We were reminded that the money from the City of Bogart comes in when they finalize their budget. With the Bogart money to come and the Fines and Fees still expected we should exceed the amount budgeted for FY2010.

During Kathryn's review of Expenditures she noted that less spending for Advertising was a real help for keeping the budget in line. She was not sure on the reason for less spending under

Equipment but she said she would check on this. Programming Incentives is money for summer plans and still to be used. All other expenditures are at the expected third quarter levels.

The Oconee County BOC-in-behalf support expenditures were helped by the Education and Training funds not being all spent and the Bogart Copier and Travel expenses coming in lower than expected. Aside from the Repairs and Maintenance expenditure that was an unexpected cost, only the General Supplies and Materials went above the budget. As a result the Watkinsville and Bogart libraries held the budget expenditures near the three-quarters mark of the FY2010 budget.

Kathryn next reviewed the Gift and Income and Expenses that showed a positive balance in the Watkinsville account and a negative balance in the Bogart account. She reminded us again that this would be corrected when Bogart's money is received. The Fund Equity ("Reserve") still shows that our needs are not met. Kathryn feels that we have good support from the Oconee County BOC and is confident that the fund will slowly build up over time.

Kathryn thanked Robert, Kelly, Donna and Jackie for going to Atlanta for Georgia Legislative Day. There they were disappointed to learn that there was not going to be much funding for books in the next state budget.

Kathryn recommended that Board members become active advocates for our library. She invited Board member to attend the Regional Board meeting April 26<sup>th</sup> to be held in Decatur, GA

Donna was asked to report that the Regional Branch Manager has revised the "Problem Behavior Manual" for the staff to use. Donna also reported on The National Endowment for the Humanities awarding a worldwide grant for our library to get a selection of books under the theme "We the People, Creating a more Perfect Union.

## **FRIENDS OF THE LIBRARIES REPORTS**

### **Oconee County Library Friends**

Jackie reported that the Friends contributed refreshments for the Genealogy Lock-In, contributed \$50.00 to the Brian Jay Corrigan Writer's Workshop and \$600.00 to the Regional 2010 Summer Reading Program Budget, and volunteered to tally School Age patron count during March 27<sup>th</sup> to 30<sup>th</sup>.

### **Bogart Library Friends**

Jackie reported that the Friends provided suckers for the "Bogart Library We Love Our Readers" event planned for the Summer Reading Program, contributed \$100.00 for the "Meet the Bunnies" program and \$600.00 to the regional 2010 Summer Reading Program budget, and bought Summer Reading Program T-shirts for the staff.

## **OLD BUSINESS**

Once again the Board discussed the topic of Internet Computer Filters and the need to decide which filters we want on our libraries' computers. After a long discussion on the database categories and their definitions Board members attempted to come to some decision but were still unable to do so. A review group was formed to discuss the filters and the effects they will have on our libraries. The group included Robert, Deann, Susan, Donna, Jackie, along with Brian and Kathryn. They were to study the options and come back with their recommendations to the whole board at our next meeting.

## **NEW BUSINESS**

The Board was invited to attend the BOC meeting on April 13<sup>th</sup>. Both Art and Dorothy volunteered to go to support Jackie when it was her turn to explain our budget request and to answer any questions that the BOC members might have about the budget. Also Jackie hoped some board members would be able to attend the BOE meeting on April 19<sup>th</sup> also to show support for our budget request there as well. Some members stated they would try.

The Library Board then discussed the adult programs being offered by the Library. The question arose whether the programs being offered were what our adult patrons wanted or were they just what the library wanted to present. In general the Board felt that the programs offered by the Library are very much welcomed by our patrons.

Finally Kathryn suggested if our Board would like to recognize in some way our Rep. Bob Smith for all he has done not only for our libraries, and for all libraries. He is retiring from the GA House of Representatives at the end of this year. She wants the board think over what we could do as the most appropriate way to honor Rep. Smith. She has suggested a certificate of appreciation or a plaque to be hung in the library. She would like us to bring some suggestions to discuss at our next board meeting.

At the conclusion of New Business we reminded everyone of our next meeting scheduled for July 12. Art made a motion to adjourn, and this was seconded by Robert.

Respectfully submitted, Dorothy Peltier, Secretary, OCLB

approved 7/12/2010

## Winterville Library Board

### Minutes for April 12, 2010

Present - Donna, Diana, Lizz, Linda, and Marilyn

**Approval of October's & January's minutes** - This was postponed until the July meeting because we lacked a quorum.

**Internet Filtering report from Donna** - The discussion from the previous meeting was continued. Donna will email us detailed descriptions and definitions related to Internet filtering. The ACC Library board does not have to approve the changes we make in Internet filtering.

**Report from Fowl** - The library received a check for \$600 from the Front Porch Bookstore. Thirty DVDs were purchased along with some other items. The Marigold Festival on May 15th and the Summer Music Series are the two major Fowl activities being planned for the immediate future. Donna suggested promoting the Summer Reading Program during the Marigold Parade. Diana will check with Ron about Book Sale volunteers for the Marigold Festival. A sign-up sheet at the library was suggested for Book Sale volunteers.

**Lizz's report** - 888 patrons in March; 5 new cards; 1638 circulation, 706 of these juvenile.

**Other business / announcements** - Lizz has located *The Snowman* video for "Polar Express Night" in December.

Marilyn Shawver

*Approved* 7/12/2010

# Franklin County Library Board

**Present:** Emma LeCroy, Teresa Crawford, Logan Mathis, Rosie Chitwood, Wayne Miller, Cheryl Slater, Rita Shoemaker, Kasie Freeman, Gayle Maxwell, Kathryn Ames

**Visitors:** None

**Date:** 01/01/2010

Teresa Crawford called meeting to order.

Minutes approved: 1<sup>st</sup> Teresa Crawford; 2<sup>nd</sup> Wayne Miller; All agree.

Agenda approved: 1<sup>st</sup> Teresa Crawford; 2<sup>nd</sup> Wayne Miller; All agree

Public Comments: None

## Financial Reports

- Still have money for Lavonia building available if an emergency arrives
- David Strickland paid \$250 to Royston and will give Lavonia \$250
- Thank you to Royston LLC for \$500 donation
- Franklin Springs has no budget yet but will do what they can

## Director Report from Kathryn Ames

- In house survey: number of people that come through the library doors count as attendance
- February 25<sup>th</sup> is Library Legislative Day
  - o Everyone should get in touch with legislatures to make sure they know we are building a library
  - o Library Board will pay registration and arrange a car pool for board members to attend, please let Ms. Ames know if you would like to attend.
  - o Possibly will hold a lunch inside the Capital catered by the Varsity on a different date to promote public libraries, at no cost to us.

## Local Reports

### -Royston

- Lindsey is having a Visual Arts Contest for ages 8 – 18
- Home school program: Dental Hygienist
- February & March Reader's Advisory by Rosie: Romances for people who despise Romance

### -Lavonia

- April & May Reader's Advisory
- Lavonia Friends program – Meet the Author, Mary Breu, 1<sup>st</sup> Monday in April, "Love Letters from Attu" and she will have books for sale.

## Old Business

- 21<sup>st</sup> Century Grant

- Donna Brumby, Logan Mathis, Ed Bowns and Rita Shoemaker have met with Martha Hill three times. Rita Shoemaker will meet with Hill this week.
  - Original budget was \$10,000 per year and we have not received any funds
  - Rita will offer to Ms. Hill that the library do a program for the students who are brought to the library by the school and each library will hire someone to conduct them. Grant will pay for these new positions, Rosie Chitwood & Emma LeCroy's time and supplies.
- Fundraising
- Rita Shoemaker and Ed Bowns are planning on fundraising efforts
  - The Lavonia & Royston Friends of the Library will meet with each other
  - Possibly sell bricks for the Royston Library for outside build up to entrance; sell naming rights to different rooms (study room, children's area); have wall in children's area for engraved plates with children's names
- Approval of Standard Form of Agreement Between Owner and Architect Contract
- Cheryl Slater, 1<sup>st</sup>; Logan Mathis, 2<sup>nd</sup>; All Approve
  - Wayne Miller and Teresa Crawford will take the contract to the regional library board meeting for approval next Thursday.

#### New Business

- Carnesville's mayor will find new representative for library board from Carnesville
- Carnesville mayor talked with Donna Brumby about computers in city hall. Carnesville is on the short list for a Georgia Stimulus Fund for a computer lab in Carnesville, so they are waiting for federal money to continue. A T1 line is in place and was paid for by the state of Georgia. Carnesville can have bus pick ups of books returned in a box that will be placed there. Possibility to have part time person at Carnesville? Computers will have time management software installed on them, so will not need a person to monitor it. Will have to look at filtering on computers.
- Lavonia Lions have Emmanuel College's old computers and want to give them to us for our use.
- Lavonia's city manager said we can use the Community Center across the street for free for the Summer Reading Program.
- American Library Week in April – Teresa Crawford suggests getting publicity on the new library along with the 100<sup>th</sup> anniversary of Lavonia's library.
- Ms. Ames may do a Love my Library campaign in February: write down positive notes on library and post them to encourage donations
- Rosie Chitwood said that Royston has a parking overflow problem with meetings held in the library room.

Adjourn – Teresa Crawford, 1<sup>st</sup>; Wayne Miller, 2<sup>nd</sup>; All Approve

Next meeting: Royston library, April 12, 2009 at 10:00 am.

Respectfully submitted by Secretary Kasie Freeman.

Committee's motion was  
Approved 7/12/2010  
by full Board

Oconee County Library Board  
Intellectual Freedom subcommittee  
Meeting on June 21, 2010

The Intellectual Freedom subcommittee of the Oconee County Library Board met on Monday, July 21, 2010 at 2:30 p.m. at the Oconee County Library. Members present: Brian Hawkins, Kelly Holt and Robert Wyatt, in addition to Jackie Elsner, Librarian, and Donna Brumby, Extension Librarian for Athens Regional Library System.

The Subcommittee met in order to consider a Request for Reconsideration of Library Materials filed on the title *Ash*, by Malinda Lo. The Request was filed by Ruthie Anne Liotta on 5/5/2010.

All present had read *Ash* in its entirety and had read the librarian's statement on the selection history for the book, as well as professional selection reviews of the title, the patron's filed Request form and applicable Athens Regional Library policies.

Ms. Elsner answered a question from Mr. Wyatt concerning the intended target audience of Oconee County Library's YA/Teen collections (which is ages 11 – 18).

The Committee discussed together the content of the book and voted unanimously to recommend to the Oconee County Library Board that *Ash*, by Malinda Lo, be retained in the Library's collection. They then voted unanimously to recommend retaining the current classification and shelving of *Ash* in the YA collection. The Committee planned to present these recommendations at the next regular meeting of the Oconee County Library Board, which will be Monday, July 12, 2010 at 4:30 at the Oconee County Library.

Ms. Elsner will place this item on the agenda for that meeting.

Respectfully submitted,  
Donna Brumby, Extension Librarian

**Agenda**  
**Athens Regional Library Board**  
**October 21, 2010**

**Call to Order**

**Minutes of the July 15, 2010 meeting**

**Public Comment**

**Adopt Agenda**

**Financial Report – Mamie Simonds, Business Manager**

**Policy Committee**

    Drug Policy – Random Tests  
    Compensatory time for conference/workshops

**Regional Reports**

**Director's Report**

**Unfinished Business**

    Nominating Committee Appointments  
    Regional Chair, Vice-Chair, Treasurer

**New Business**

    Amend FY11, FY12 budget and reductions

**Other Business**

    Holiday Schedule 2011

**Announcements**

    All Libraries will be closed for Staff Development Day, November 11, 2010. This will be a joint project with the Piedmont Regional Library and the Uncle Remus Regional Library staff and will be at the Oconee Civic Center in Watkinsville.

**Next Meeting is January 20, 2011 at 3:30 p.m.**

## ATHENS REGIONAL LIBRARY

### Minutes July 15, 2010 Meeting

Meeting was called to order by Chairman Jones (Oglethorpe County) at 3:30 p.m. Present were, Ms. Crawford, Mr. Bowns (Franklin County); Mr. Gresham (Oglethorpe County); Mr. Zimmerman (Oconee County); Ms. Bogue, Ms. Lane, Ms. Dunn (Athens-Clarke); Ms. Harrison, Mr. Moak (Madison County). Ms. Stratton (Oconee County). Mr. Miller (Franklin County), Ms. Craft (Oconee), Mr. Timmons (Athens-Clarke) were absent. Staff present were Mrs. Ames, Ms. Simonds, Ms. Atwood and Mr. Katzman, who recorded the minutes.

The minutes of April 15 board meeting were unanimously approved and the agenda unanimously adopted.

There was no public comment.

Chairman Jones welcomed new Board member Karen Harrison from Madison County. The members of the Board introduced themselves.

#### Financial Report

Ms. Simonds said that we have ended fiscal year 2010 and are within the 10% of total budget for the State of Georgia guidelines. All branches have exceeded budget for fines and fees. Total outside grants received have been \$374,302.38. The largest was from the State of Georgia Financing Commission for the Athens construction grant (\$202,987.30). There are two USDA grants in progress, one for the Royston library and one for Madison County library, for \$50,000 each, she reported, and several others that we have applied for.

#### Staff Report

Patron Survey – Mr. Katzman reported on the results of the FY10 Patron survey (individual packets of all results were given to each member). This year was done both via web and paper, which yielded several hundred more responses. We received a very high customer approval from patrons and 99% said that they would recommend our libraries to a friend. Comments from the survey have been distributed to each branch at their Board meetings. Each Branch received a copy of patron responses specific to that Branch.

PINES Statistics – Ms. Atwood called attention to several handouts with varying statistics involving PINES: Count of Items sent to and from ARLS Libraries, Unique Management Services stats, and library cards issued across the region for each library broken down by County. Athens-Clarke gained 4,297 new patrons, with Oconee coming in second highest, with 1,016 new patrons. Madison had 688, Oglethorpe 310, and Royston 300. Every branch added patrons, she said. The total of new cards added was 7,166. There was discussion about all of these statistics. Ms. Atwood spoke about the count of items (yellow sheet) which reflected materials moving throughout the region and shows how busy we and our Courier are. She said that one perk of the system is that we accept returns from other library systems—including UGA and other non-PINES

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libraries.

### Regional Reports

Athens-Clarke – Ms. Bogue said that the ACCL Board had met with the architects who walked the members through the plans for the entire renovation. She reported that three policies that were on the agenda. The newly updated State Department Passport policy was approved. The other two policies, Naming Rights and Loitering, are still under Committee review, and were tabled until the next meeting.

Oglethorpe – Mr. Gresham reported that they did not have a quorum at their last board meeting but that they have three new members coming on. He said that they were pleased with Tiffany at the library. There were no large programs and that stats had been somewhat uneven. He also said that they needed to be better about meeting room fees. They are having a half-day book and bake sale soon to try and generate funds, he reported.

Madison – Mr. Moak also reported that they did not have a quorum at their last meeting, and said that they needed two new members. He said that they got a good report from (Branch Manager) Suzie DeGrasse, who said their Summer Reading was well supported. He also said that their Children's Librarian has a very active Outreach program. They are already short on their budget, Mr. Moak reported. Things are moving ahead with the construction grant and they are meeting with the Commissioners every month week or so, he said, as well as meeting with the architects on design. Mr. Moak said the Friends had set up a booth at the Colbert Festival and had sold some books there. He said that he was glad that Karen Harrison was a new Board member. And he mentioned that Senator Ralph Hudgens realized all of the hard work they were doing.

Franklin - Mr. Bowns said that they had approved their budget. Royston received the grant they've working on, he reported, and they had to use some reserve money for computers in Lavonia. He said that a children's program in Lavonia moved to a city building and had a good turnout. They had a good Summer Reading program, he said. He reported that the BOE reduced their contribution across the board.

Oconee – Ms. Stratton reported that Branch Manager Jackie Elsner is working on a Knox box, which is a uniform system that allows the Fire Department to have instant access to the library. She said that the children's programs are doing very well. The Summer Reading program was excellent and well-attended and they had a huge turnout for a puppet show by the All-Hands Puppet Troupe. There have also been many programs for teens as well as a Twilight program in Bogart. There have been programs on canning essentials, tie-dyed

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beach towels, among others. Ms. Stratton said that Representative Bob Smith has helped libraries during his career and the board would like to recognize him in some way and show their appreciation of his efforts to support our libraries. She reported that their Youth Coordinator went to all the schools and centers to support our Summer Reading Program. Finally, she said that there is a new bookstore in Bogart next to our branch that is sponsored by the Friends of the Bogart Library.

In her Director's report, Mrs. Ames reported that she had been extremely involved with two issues: buildings and grants. She was excited to announce that three staff members can attend the ALSC Children's Librarianship conference in Atlanta in Sept. due to a grant we recently received. Also we have just hired a Circulation Manager, Priscilla Lewis, who begins August 11. There is a new Branch Manager in Winterville, Julie Webb Carnes, she said. She also mentioned an ambitious grant she is working on about the Civil War, which would entail a year-round series of events: discussions, films, lectures and exhibits. She asked everyone if they knew of any good speakers for this event to let her know. Royston Library received a USDA award for \$50,000 for computer purchases, equipment and furnishings, she reported. Finally, Mrs. Ames announced on that this year's Staff Development Day we're cooperating with both Piedmont and Uncle Remus systems. It will be held on November 11 at the Oconee Civic Center, with afternoon session held at the Oconee County Library.

#### Unfinished Business

Proctoring fees – Chairman Jones led the discussion. Athens-Clarke Library is the only library to charge for the service (\$5), he said. Some branches have done it for no fee, Mrs. Ames said, but it has not been a Regional policy. Ms. Stratton said that she had experience with this before she retired. Some papers are smuggled in, she said, and sometimes answers are accessed from the Internet. There are reasons that institutions want others to do it and as a board we have to accept the ramifications. Mrs. Ames said that some responsibility must be assumed by the originating institution. Chairman Jones proposed that we make it a local matter for each board to consider. Mr. Zimmerman said that staff would need some training and instruction. Ms. Lane made a motion to let each branch decide about proctoring, with a second by Ms. Stratton. The vote was unanimous.

#### New Business

1. Ms. Simonds gave an overview of the proposed budget for FY11 for ARLS. There was discussion. A vote was taken for each one.

State TBC: Passed unanimously by a motion from Mr. Bowns and a second by Ms. Bogue.

State Material: Passed unanimously by a motion from Mr. Moak and a second by Ms. Bogue.

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State SSG: Passed unanimously by a motion from Ms. Bogue and a second by Ms. Harrison.

State Personnel: Passed unanimously by a motion from Mr. Zimmerman and a second by Mr. Jones.

2. Chairman appointed Mr. Moak, Mr. Zimmerman, and Ms. Bogue to the Nominating Committee for Regional Chair, Vice-Chair, and Treasurer. They will present their slate at the October meeting, and the new officers will begin their terms in January, 2011.
3. Fine Free Week: After discussion, it was decided to offer a two week period, Aug. 22-Sept. 6, as Fine Free Week. Mrs. Ames said that we had over 16,000 books overdue, and we want to get as many books back as we can. Mr. Bowns asked how we would advertise it. Mrs. Ames said by email and signage. A motion to offer this program was made by Ms. Bogue, with a second by Mr. Zimmerman. It passed unanimously.

Other Business:

1. Mr. Moak walked the Board members through the architectural plans by Ponder & Ponder for the Madison County Library. He gave the highest praise to the architects because they listened to staff and took all of their ideas into consideration for the plan in progress. He had a large copy of the plans on a display. There was discussion. Then he asked for a vote to accept Madison County Library Board's Recommendation to approve the Schematic Design and move to the next level of design. It passed unanimously by a motion from Ms. Lane and a second by Ms. Bogue.
2. Ms. Bogue walked the Board through the architectural plans for the Athens-Clarke renovation. She also said that Craig Galen Davis gave careful consideration to all of the staff regarding their design which is in progress. There was discussion. Then she asked for a vote to accept Athens-Clarke County Library Board's recommendation to approve the Schematic Design and move to the next level of design. It passed unanimously by a motion from Ms. Bogue and a second by Mr. Moak.

The next meeting is on October 21, 2010 at 3:30 p.m.

The meeting was adjourned at 5:24 p.m.

**FY2011**  
**Athens Regional Library**  
**July 1, 2010 through September 30, 2010**

<b>Expenditures:</b>	<b>Budget</b>	<b>Amount</b>		<b>% of Budget</b>
	<u>Amount</u>	<u>Expended</u>	<u>Balance</u>	<u>Expended</u>
<b><u>Franklin County:</u></b>				
Outreach	15,000.00	3,750.00	11,250.00	25.00%
Personnel	76,760.00	19,228.63	57,531.37	25.05%
Operating Expenses	<u>10,600.00</u>	<u>1,354.09</u>	<u>9,245.91</u>	<u>12.77%</u>
Totals	<u>102,360.00</u>	<u>24,332.72</u>	<u>78,027.28</u>	<u>23.77%</u>
<b><u>Madison County:</u></b>				
Outreach	14,900.00	3,725.00	11,175.00	25.00%
Personnel	138,820.00	35,589.06	103,230.94	25.64%
Operating Expenses	<u>31,807.00</u>	<u>9,347.86</u>	<u>22,459.14</u>	<u>29.39%</u>
Totals	<u>185,527.00</u>	<u>48,661.92</u>	<u>136,865.08</u>	<u>26.23%</u>
<b><u>Oconee County:</u></b>				
Outreach	23,000.00	5,750.00	17,250.00	25.00%
Personnel	406,101.00	98,327.40	307,773.60	24.21%
Operating Expenses	<u>35,735.00</u>	<u>10,327.54</u>	<u>25,407.46</u>	<u>28.90%</u>
Totals	<u>464,836.00</u>	<u>114,404.94</u>	<u>350,431.06</u>	<u>24.61%</u>
<b><u>Oglethorpe County:</u></b>				
Outreach	10,500.00	2,625.00	7,875.00	25.00%
Personnel	65,530.00	16,474.38	49,055.62	25.14%
Operating Expenses	<u>6,301.00</u>	<u>1,665.66</u>	<u>4,635.34</u>	<u>26.43%</u>
Totals	<u>82,331.00</u>	<u>20,765.04</u>	<u>61,565.96</u>	<u>25.22%</u>
<b>GRAND TOTALS</b>	<b><u>3,773,893.37</u></b>	<b><u>867,162.00</u></b>	<b><u>2,906,731.38</u></b>	<b><u>22.98%</u></b>

**Athens Regional Library**  
**FY2011**  
**July 1, 2010 through September 30, 2010**

<b>Expenditures:</b>	<b>Budget</b>	<b>Amount</b>	<b>Balance</b>	<b>% of Budget</b>
	<u>Amount</u>	<u>Expended</u>	<u>Balance</u>	<u>Expended</u>
<u><i>Regional:</i></u>				
Wages/Benefits Courier	8,055.81	2,992.16	5,063.65	37.14%
Vehicle Operating &Repairs	9,810.00	3,367.53	6,442.47	34.33%
Summer Reading Club	4,000.00	-	4,000.00	0.00%
Staff Development Day	1,500.00	-	1,500.00	0.00%
Debt Collection Service	15,000.00	1,691.00	13,309.00	11.27%
Workers Compensation	12,000.00	-	12,000.00	0.00%
Professional Fees	4,575.00	2,800.00	1,775.00	61.20%
Postage	7,000.00	1,955.00	5,045.00	27.93%
Travel	8,807.19	106.50	8,700.69	1.21%
Printing and Publicity	2,000.00	234.54	1,765.46	11.73%
Dues/Registration	2,000.00	1,067.00	933.00	53.35%
Computer Maintenance	2,420.00	-	2,420.00	0.00%
Insurance	17,142.00	-	17,142.00	0.00%
Supplies	17,090.00	3,093.71	13,996.29	18.10%
Personnel	651,967.69	162,991.92	488,975.77	25.00%
Materials	44,943.79	2,371.25	42,572.54	5.28%
System Services Grant	146,851.09	36,712.77	110,138.32	25.00%
Special Needs Learning Center	129,357.80	28,731.51	100,626.29	22.21%
Totals	<u>1,084,520.37</u>	<u>248,114.90</u>	<u>836,405.48</u>	<u>22.88%</u>

*Athens-Clarke County:*

Outreach	44,000.00	11,000.00	33,000.00	25.00%
Personnel	1,563,423.00	349,218.54	1,214,204.46	22.34%
Operating Expenses	<u>246,896.00</u>	<u>50,663.94</u>	<u>196,232.06</u>	<u>20.52%</u>
Totals	<u>1,854,319.00</u>	<u>410,882.48</u>	<u>1,443,436.52</u>	<u>22.16%</u>

**FY2011**  
**Athens Regional Library**  
**July 1, 2010 through September 30, 2010**

<b>Revenue:</b>	<b>Budget</b>	<b>Amount</b>	<b>% of Budget</b>	
	<u><b>Amount</b></u>	<u><b>Received</b></u>	<u><b>Balance</b></u>	<u><b>Received</b></u>
<u><b>Regional:</b></u>				
Outreach	107,400.00	26,850.00	80,550.00	25.00%
Interest	4,000.00	774.32	3,225.68	19.36%
Fees	-	1,278.59		
Personnel	651,967.69	162,991.92	488,975.77	25.00%
Materials	44,943.79	11,235.95	33,707.84	25.00%
System Services Grant	146,851.09	36,712.77	110,138.32	25.00%
Special Needs Learning Center	129,357.80	32,339.45	97,018.35	25.00%
	<u>1,084,520.37</u>	<u>272,183.00</u>	<u>813,615.96</u>	<u>25.10%</u>

**Athens-Clarke County:**

Board of Commissioners	1,676,219.00	419,055.00	1,257,164.00	25.00%
City of Winterville	18,000.00	-	18,000.00	0.00%
Fines and Fees	88,075.00	16,553.76	71,521.24	18.80%
Outside Revenues	66,025.00	-	66,025.00	0.00%
Interest	6,000.00	-	6,000.00	<u>0.00%</u>
Totals	<u>1,854,319.00</u>	<u>435,608.76</u>	<u>1,418,710.24</u>	<u>23.49%</u>

**Franklin County:**

Board of Commissioners	30,000.00	7,500.00	22,500.00	25.00%
Board of Education	24,300.00	-	24,300.00	0.00%
Cities of Lavonia, Royston, Canon	-		-	
Carnesville & Franklin Springs	31,450.00	4,125.00	27,325.00	13.12%
Transfer from Reserve	6,010.00	1,502.50	4,507.50	
Fines and Fees	10,600.00	2,945.03	7,654.97	<u>27.78%</u>
Totals	<u>102,360.00</u>	<u>16,072.53</u>	<u>86,287.47</u>	<u>15.70%</u>

**Madison County:**

Board of Commissioners	173,727.00	43,431.75	130,295.25	25.00%
Fines, Fees and Copy Machines	11,800.00	3,011.24	8,788.76	<u>25.52%</u>
Totals	<u>185,527.00</u>	<u>46,442.99</u>	<u>139,084.01</u>	<u>25.03%</u>

**Athens Regional Library**  
**July 1, 2010 through September 30, 2010**

<b>Revenue:</b>	<b>Budget</b>	<b>Amount</b>	<b>Balance</b>	<b>% of Budget</b>
	<u>Amount</u>	<u>Received</u>		<u>Received</u>
<b><u>Oconee County:</u></b>				
Board of Commissioners	395,336.00	98,834.00	296,502.00	25.00%
Board of Education	20,000.00	-	20,000.00	0.00%
City of Watkinsville	12,500.00	-	12,500.00	0.00%
City of Bogart	6,000.00		6,000.00	0.00%
Fines and Fees	<u>31,000.00</u>	<u>7,793.03</u>	<u>23,206.97</u>	<u>25.14%</u>
Totals	<u>464,836.00</u>	<u>106,627.03</u>	<u>358,208.97</u>	<u>22.94%</u>
<b><u>Oglethorpe County:</u></b>				
Board of Commissioners	55,781.00	13,945.26	41,835.74	25.00%
Board of Education	15,000.00	-	15,000.00	0.00%
City of Maxeys	250.00	-	250.00	0.00%
City of Crawford	500.00	-	500.00	0.00%
City of Arnoldsburg	500.00	-	500.00	0.00%
Cty of Lexington	500.00	-	500.00	0.00%
Fines, Fees and Copy Money	9,500.00	3,158.55	6,341.45	33.25%
Meeting Room	<u>300.00</u>	<u>40.00</u>	<u>260.00</u>	<u>0.13</u>
Totals	<u>82,331.00</u>	<u>17,143.81</u>	<u>65,187.19</u>	<u>20.82%</u>
<b>GRAND TOTALS</b>	<b><u>3,773,893.37</u></b>	<b><u>894,078.12</u></b>	<b><u>2,879,815.25</u></b>	<b><u>23.69%</u></b>

## Athens Regional Library Outside Grants FY2011

<b>Grantor</b>	<b>Grant Description</b>	<b>Amount</b>
ACCL Endowment	Materials Grant Children's Literature	15,000.00
Friends of the Athens-Clarke County Library	Wish List	17,000.00
FINRA Gates Foundation	"Money Matters" Grant	94,590.00
ALA/ National Library of Medicine	Traveling Exhibit " Harry Potter's World Renaissance, Science, Magic and Medicine" Grant	1,200.00
National Endowment for the Humanities	Picturing America pictures for Pinewoods and ACCL	-
Clarke County School District	Project Horizons Storytelling Grant	6,500.00
Athens Jewish Film Festival and ACCL	"Yiddish Theater: A Love Story" Film	
E-Rate	Educational Discount on telephone grant	15,243.08
American Library Association	"Dollar General" for American Dream Grant	5,000.00
Plumb Creek Timber Company	Books for Summer Reading Club	897.00
ASL Institute for Children's Librarianship	Atlanta Conference	1,500.00
State of Georgia Financing Commission	ACCL Construction Grant	2,000,000.00
State of Georgia Financing Commission	Madison County Construction Grant	2,100,000.00
State of Georgia Financing Commission	Royston Construction Grant	1,750,000.00
Institute of Museum and Library Science	Library Grant	343,000.00
National Endowment for the Humanities	"Picturing America" Grant	1,500.00
Georgia Humanities Council	Harriet Powers Grant	2,000.00
<b>TOTAL</b>		<b>6,353,430.08</b>

## *Athens Library*

### **SUBSTANCE ABUSE POLICY STATEMENT**

*Athens Library* is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any *Athens Library* employee illegally uses drugs on or off the job, comes to work under their influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, *Athens Library* has established the following policy:

1. It is a violation of company policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
2. It is a violation of company policy for any employee to report to work under the influence of or while possessing in his or her body, blood, or urine illegal drugs in any detectable amount.
3. It is a violation of company policy for any employee to report to work under the influence of or impaired by alcohol.
4. It is a violation of the company policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)
5. Violations of this policy are subject to disciplinary action up to and including termination.

### **6. EMPLOYEE ASSISTANCE**

The Company offers resource information on various means of employee assistance in our community, including but not limited to drug and alcohol abuse programs. Employees are encouraged to use this resource file, which is located in our office. In addition, we will distribute this information to employees for their confidential use.

### **7. GENERAL PROCEDURES**

An employee reporting to work visibly impaired will be deemed unable to properly perform required duties and will not be allowed to work. If possible, the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status. Next the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is considered impaired, the employee will be sent home or to a medical facility by taxi or other safe transportation alternative - depending on the determination of the observed impairment - and accompanied by the supervisor or

another employee if necessary. A drug test may be in order. An impaired employee will not be allowed to drive.

## **8. OPPORTUNITY TO CONTEST OR EXPLAIN TEST RESULTS**

Employees and job applicants who have a positive confirmed test result may explain or contest the result to the Company within five (5) working days after the Company contacts the employee or job applicant and shows him/her the positive test result as it was received from the laboratory in writing.

## **9. CONFIDENTIALITY**

The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.

## **10. PRE-EMPLOYMENT DRUG TESTING**

All job applicants at this Company will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test will be denied employment.

Applicants will be required to submit voluntarily to a urinalysis test at a laboratory chosen by this Company, and by signing a consent agreement will release this Company from liability.

If the physician, official, or lab personnel has reasonable suspicion to believe that the job-applicant has tampered with the specimen, the applicant will not be considered for employment.

This Company will not discriminate against applicants for employment because of a past history of drug abuse. It is the current abuse of drugs, preventing employees from performing their job properly, that this Company will not tolerate.

Individuals who have failed a pre-employment test may initiate another inquiry with the Company after a period of not shorter than six (6) months; but they must present themselves drug-free as demonstrated by urinalysis or other test selected by this Company.

## **11. EMPLOYEE TESTING**

This Company has adopted testing practices to identify employees who use illegal drugs on or off the job or who abuse alcohol on the job. It shall be a condition of employment for all employees to submit to substance abuse testing under the following circumstances:

- A. When there is reasonable suspicion to believe that an employee is using illegal drugs or abusing alcohol. "Reasonable suspicion" is based on a belief that an employee is using

or has used drugs or alcohol in violation of the employer's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to, the following:

1. Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
3. A report of substance abuse provided by a reliable and credible source;
4. Evidence that an individual has tampered with any substance abuse test during his or her employment with the current employer;
5. Information that an employee has caused or contributed to an accident while at work; or
6. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

B. When employees have caused or contributed to an on-the-job injury that resulted in a loss of worktime, which means any period of time during which an employee stops performing the normal duties of employment and leaves the place of employment to seek care from a licensed medical provider. The company may also send employees for a substance abuse test if they are involved in on-the-job accidents where personal injury or damage to company property occurs.

C. As part of a follow-up program to treatment for drug abuse when an employee has involuntarily entered a rehabilitation program because of a positive confirmed test result. The frequency of such testing shall be a minimum of at least once a year for a two year period after completion of the rehabilitation program. Advance notice of testing shall not be given to the employee.

D. When a substance abuse test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination that is part of the employer's established policy or that is scheduled routinely for all members of an employment classification or group.

E. Random testing is conducted without individualized suspicion of a violation of the company's substance abuse policy. Selection is made by neutral criteria so that all employees eligible for testing have an equal opportunity of being tested.

Employees with a confirmed positive test result may, at their option and expense, have a second confirmation test made on the same specimen. An employee will not be allowed to submit another specimen for testing.

If the physician, official, or lab personnel has reasonable suspicion to believe that the employee has tampered with the specimen, the employee is subject to disciplinary action up to and including termination.

## 12. ALCOHOL ABUSE

The consumption or possession of alcoholic beverages on this Company's premises is prohibited. (Company sponsored activities which may include the serving of alcoholic beverages are not included in this provision.) An employee whose normal faculties are impaired due to the consumption of alcoholic beverages, or whose blood alcohol level tests positive, while on duty/company business shall be guilty of misconduct, and shall be subject to discipline up to and including termination. Failure to submit to a required substance abuse test also is misconduct and also shall be subject to discipline up to and including termination.

It is the responsibility of the Company's supervisors to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a drug problem to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs, and the abuse of alcohol are incompatible with employment at *Athens Library*.

## **Conferences and Meetings**

The library encourages staff involvement in professional organizations. Attendance at local and nationally affiliated meetings and conferences contributes to the professional growth of the employee and increases the effectiveness of library operations. Attendance at any conferences on library time must be clearly job related. All attendees should be prepared to report on the conference. The library may accommodate attendance through approval of release time and/or expense reimbursement. Payment of expenses for attendance at conferences and other meetings depends upon the availability of funds.

Staff wishing to attend library conferences, workshops or meetings must complete a "Conference/Meeting Attendance Request" and submit it to the Library Director for approval. If the request is approved and the library pays for registration, staff members are required to attend the full conference, including any weekend/evening sessions. Failure to do so will result in the requirement that the staff member reimburse the library for the full cost of the registration. Staff will not receive compensatory time for conference sessions held during evening and weekend hours.

Conference attendees must be members of the sponsoring organization in order to be eligible for reimbursement. Covered expenses are outlined in the Georgia Department of Education Travel Regulations Guide. The allowance may be in full or partial reimbursement depending upon funds available.

Priority for expense reimbursement shall be given to approved official library

representatives, office holders, committee members, program participants, and/or library designees as determined by the Director.

Travel time is allowed according to actual schedule requirements. For professional staff, (including Director, Associate Director, Assistant Directors, Reference Librarians, Heritage, Children's, TBC, YA, and Cataloging Specialists, Systems Administrator, Grants Coordinator and Business Manager) time on a weekend or during other non-scheduled hours is not to be allowed as compensatory time unless specifically authorized by the Director. All other staff receive compensatory time for conference/workshop attendance during non-scheduled hours.

Director's Report  
October 21, 2010

Volunteers in Libraries

This topic was discussed at the Oconee County Library Board meeting and I wondered how many volunteers were used and in what capacity. The response was most interesting! Nearly all libraries use volunteers to help maintain the collection [dusting, cleaning books with solvent, and shelving]. The task most volunteers desire is to work with children and in many situations, this is limited by size of the facility and ability to screen volunteers. However volunteers help with art/craft programs, puppet shows, some story hour programming, and work as tutors. The Pinewoods Branch and Lay Park in Athens use approximately 70 UGA students each week to work one on one afterschool each day to help children with reading and basic homework skills. Other volunteers work with our Library for the Blind inspecting tapes, work in the Athens store, and clean windows as well as many other basic tasks. Our privacy policy and the need for extensive computer training does prevent volunteers from manning the desks in libraries. However, by far, the greatest numbers of volunteers are the Friends of each of our libraries. They are involved in running book sales, mini-bookstores, and other fund-raising events that are so crucial to our libraries' operation. All contributions of time are hugely appreciated!

Staff Organization

Due to budget cuts and time management issues, I have decided to re-organize my leadership staff to make the best use of all our hugely talented group. There will now be four divisions—Administration which includes the Business Office, Public Relations, Purchasing, the Store in Athens, and Management Issues for the System; Circulation and Youth Services will be headed by Judy Atwood who also wears the Friends hat; Reference and Information Technology will be headed by Trudi Green who will work with the Information Technology staff as they plan regional implementation of technology; and Regional Services headed by Donna Brumby which will include Technical Services, Collection Development, Extension, and Training. This will mean some changes in when to call and who to call at times, but should result in quicker response to issues.

National Leadership Grant

The Athens-Clarke County Library and its partner organization, the Lyndon House Arts Center, have been awarded a 2010 National Leadership Grant from the Institute for Museums and Library Services. There were 26 grants awarded out of 245 applications. Our grant proposal targets baby boomers and new technology to create a series of "community snapshots" featuring older Athenians talking about books and art. We plan to provide live webcasts, archival access to interviews, and exhibit materials using local authors and artists. Both organizations want to highlight our strengths in providing service to the community and to bring new users to our locations, either in person or virtually. The Library is currently advertising for a project manager to keep up with the day to day tasks required in administering this grant. Athens is the only public library in Georgia to obtain this grant, and this is our second! Grant total is \$343,100.

Georgia Humanities Grant

During the week of October 24, the Library and Lyndon House Arts Center will celebrate Harriet Powers week. Ms. Powers was an African-American quilter whose quilts are on display at the Smithsonian Institution. We will begin the week with a Sunday afternoon storytelling session and craft activity, followed by brown bag lunch speaker Diane Barret who is a quilt historian. Thursday evening is focused on gospel music with Voices of Praise and the local women's group, Teresa Haynes and Spiritual Harmony performing beginning at 7 PM. Dr. James Washington of the New Grove Baptist Church arranged for these groups to perform and it should be an exciting

evening! On Saturday, the Library and Lyndon House will offer a daylong symposium on quilting and members of the DeKalb Quilters Guild will participate along with several local experts.

#### Association for Library Service to Children Institute

The Library System received a grant for 3 staff members to attend this national conference held at Emory University Sept. 23-25. Attending were Kim James, Athens children's specialist, Jessie Johnson, Oconee County children's specialist, and Mary Wood, a young adult specialist. Among the topics covered were technology, collection development, special needs childrens services, and programming ideas. The grant covered the registration and other expenses including hotel for 3 days.

#### Staff Development Day

This annual event will be held on Nov. 11 at the Oconee County Civic Center. This year, we will be cooperating with the Uncle Remus [Madison, GA] and Piedmont [Winder] library systems and will focus on upgrades that will be coming with the PINES network, technology, and cooperative ventures. Laura Carter will present a program on how to use some of the online resources that every library has; and a panel of Kim James, Jessie Johnson and Jackie Elsner will discuss how to "sell" the summer reading club in the schools and how to promote it generally. The idea is to encourage our staff to meet their colleagues from nearby libraries and to discuss similar issues. The day-long event is the first of several possible events which will bring staff from all 3 systems together.

#### Georgia Library Association: Council of Media Organizations

Several staff members made presentations at the annual conference held in Athens. Trudi Green and Teri Hanna discussed our Money Matters program and sharing resources with attendees. Trudi did double duty with a program on social networking—using facebook and twitter to promote the library. Donna Brumby and Aida Quinones offered a program on serving the underserved Hispanic community. Attendance was sparse, but those that attended their sessions had many questions and good discussion. Margaret Monsour from the American Library Association came to evaluate our Money Matters program and was particularly impressed with the programs for students in the GED program. Unfortunately, Teri has had to resign and we're now searching for a replacement teacher for this program.

#### State Budget Reductions

On the agenda today is the need to amend the State budget allocation. As a part of the overall state budget reduction, the state library has reduced our grant funding for FY11 by \$53,000. In FY2012 which begins in July, that amount is expected to be approximately \$135,000. This year, we will meet the grant reductions by lowering our materials budget to 10 cents per capita, freezing the homebound position, and cutting back on all general expenses. Originally, the state library wanted to reduce the number of librarians in the state as a way of saving significant dollars. I asked that local systems be able to determine the reductions locally by making rational decisions based on local needs. The final amount to be reduced overall for FY12 has not yet been determined, but the State has agreed to allow local systems to make these decisions. Overall, by 2012, we will have had a 30% reduction in state funding. The recommendations for FY12 will come to the board in April when we know exactly what our budget will be.

#### Construction and Other News

The Madison County Library project is currently at 95% completion for the drawings and building specifications. They expect to begin the permitting process in November, have all approvals by December and be publicly bid in January. We did make a final change in the

drawings, moving the Friends storage area to what was a classroom and making that space into a genealogy center. Construction is slated to begin in March, assuming the project comes in on budget [or below!].

The Athens project is also moving along. This project is currently at 50% document completion and one of the delays will also be the permitting process. Discussion now centers on phasing the move of various sections of the building, a children's area design, and budget issues. The latest estimates show the building is approximately \$100,000 over budget. The contingency fund would cover much of this cost. Storage of items that will be reused must also be addressed. As of today, we expect the bid documents to be advertised in March and actual construction to begin in late April.

Royston is also preparing for a project. It is number 3 on the state's construction list and we hope that it will be selected for funding in the upcoming session. As you speak with candidates for office, please urge them to support this project. It is in the Board of Regents bond package and is for \$1.5 million. This project is very much needed in Royston and involves trading spaces with the City Hall moving into the Library and the Library taking over the City Hall and Community Center to enlarge space for both facilities.

Svea Bogue, Fran Lane and I met with representatives of the Athens Junior Ladies Garden Club. They are interested in doing an on-going beautification project for the library. We need the help! Soon after we meet with the landscape architects, we will meet with the representatives again so that they may begin formulating plans. This will bring needed color and greenery to the library construction project.

We also had a phone consultation with our American Dream program officer. This grant is targeted to the Pinewoods Library and covers the cost of ESL materials and publicity. Currently, we have 60 volunteers working with children after school. The program is very crowded, but according to parents, it does make a difference to the children's success in school.

#### Talking Book Center

The State Library has begun the process of consolidating the 12 centers now operating in the state down to 6 and changing the service area. Athens will become the center serving all of Northeast Georgia, increasing from 21 counties to 30 and will cover all of the former Augusta service area as well as our existing center. No financial details have yet been released but we would assume there will be additional funds to cover these counties. The current books are stored either on cassette tape or digital format and these will be handled from a warehouse rather than at the library. This decision saves a lot of the manual day to day handling of items and changes the responsibility to Reader's Advisory and Outreach to people in the 30-county area. I expect that our staff will continue the 800 phone line, will do more out-of-library promotion, and more "sales" of talking books.

*Please vote in November. Our legislative delegation from across the region has been extremely supportive—we would not have gotten the Madison County project last year without Sen. Ralph Hudgens' advocacy of the project. I know support from our elected officials is essential to our daily operations--annually, funds for books and library materials must continue. In addition, use of our computers in all locations continues to grow, bringing in people who are searching for jobs, applying on-line, and developing web based businesses. Libraries contribute to the community's economic development in many ways and we need to do a great job of telling our stories.*

Athens Regional Library System  
2011 Slate of officers for the Executive Committee  
October 21, 2011

The nominating committee offers the following slate for Board approval as the Executive Committee beginning Jan 1, 2011.

President – George Nale – Madison County  
Vice President – Fran Lane – Athens Clarke County  
Treasurer – Tom Gresham – Oglethorpe County  
Member at Large – John Timmons – Athens Clarke County

Nominating Committee

Mike Moak – Chair  
Art Zimmerman  
Svea Bogue

### **PROPOSED BUDGET REDUCTIONS FY2011**

TARGET TOTAL REDUCTION	Athens Regional	53,621.70
TBC REDUCTION OF	5.5510284%	7,127.98
STATE MATERIALS REDUCTION		14,400.00
FROZEN POSITIONS		24,085.72
UNIQUE MANAGEMT		7,000.00
DRUG FREE WORKPLACE SAVINGS		1,008.00
<b>TOTAL</b>		<b>53,621.70</b>

The reduction in the State budget is reflected above. Our recommendation is to amend the State budget by these amounts which will do the following:

1. Reduce our materials grant to 10 cents per capita.
2. Reduce the Talking Book Center budget by the same percentage as all other grants.
3. Freeze vacant positions for the year. This includes the Homebound position and a clerical assistant.
4. Reduce the amount budgeted for Unique Management collections.
5. Eliminate random drug testing of all employees. New employees would continue to be tested as a condition of employment. Our insurance rates will remain the same.
6. We will continue to make every effort to reduce spending on supplies and other costs of operation. If funds are available at the end of the fiscal year, we will use them to supplement the materials budget on a per capita basis.

### **PROPOSED BUDGET REDUCTIONS FY2012**

At this time, the exact amount to be reduced has not been confirmed. The initial reduction was to be approximately \$135,000. In April, once the Legislature has met and confirmed budget amounts, we will propose other measures required to meet state grant reductions.

ATHENS REGIONAL LIBRARY  
2011 Holiday Schedule

January 1, 2011 . . . . . New Year's Day  
January 17, 2011 . . . . . Martin Luther King Birthday  
April 24, 2011 . . . . . Easter Sunday  
May 30, 2011 . . . . . Memorial Day  
July 4, 2011 . . . . . Independence Day  
September 5, 2011 . . . . . Labor Day  
November 10, 2011 . . . . . Staff Development Day  
November 24, 2011 . . . . . Thanksgiving Day  
December 23, 24, 25, 26, 27, 2011 . . Christmas Holidays  
January 1, 2012 . . . . . New Year's Day  
January 2, 2012 . . . . . Closed  
  
[November 23, close at 6:00 PM]

## Athens Regional Library System

### Athens-Clarke County

#### Circulation

##### Athens

	FY 2008	FY 2009	FY2010	FY2011
July	56,744	63,279	62,210	60,265
August	49,007	53,537	56,761	55,459
Sept.	45,344	51,046	55,161	53,941
October	49,665	50,792	55,013	
November	45,154	49,973	53,444	
December	39,751	45,163	46,544	
January	48,729	51,868	50,956	
February	47,359	50,294	50,226	
March	49,770	53,301	55,133	
April	48,944	50,203	47,111	
May	51,410	54,656	54,461	
June	62,009	66,218	65,210	
<b>TOTAL</b>	<b>593,886</b>	<b>640,330</b>	<b>652,230</b>	

##### E.Athens

	FY 2008	FY 2009	FY2010	FY2011
July	1119	1,656	671	361
August	750	805	352	442
Sept.	579	977	441	446
October	1030	777	260	
November	433	417	281	
December	649	451	188	
January	590	332	284	
February	405	466	235	
March	734	548	430	
April	782	668	337	
May	1,064	443	361	
June	1,602	698	425	
<b>TOTAL</b>	<b>9,737</b>	<b>8,238</b>	<b>4,265</b>	

##### Pinewoods

	FY 2008	FY 2009	FY2010	FY2011
July	1821	1,564	1,958	1,987
August	1988	1,878	2,033	1,776
Sept.	1675	1,543	2,185	1,912
October	1451	1,835	1,650	
November	2406	1,938	1,813	
December	1148	1,250	1,773	
January	1934	2,127	1,664	
February	2229	2,082	1,590	
March	2367	1,368	1,867	
April	1439	1,003	1,862	
May	1544	1,484	1,578	
June	1231	1,974	2,028	
<b>TOTAL</b>	<b>21233</b>	<b>20,046</b>	<b>22,001</b>	

## Lay Park

	FY 2008	FY 2009	FY2010	FY2011
July	1596	1,130	1,499	695
August	1022	990	465	683
Sept.	1068	1,056	564	798
October	939	1,154	268	
November	965	541	396	
December	731	935	375	
January	650	956	524	
February	843	816	667	
March	1,182	903	711	
April	1,144	1,134	451	
May	1,157	1,343	720	
June	1,948	2,102	691	
<b>TOTAL</b>	<b>13,245</b>	<b>13,060</b>	<b>7,331</b>	

## Winterville

	FY 2008	FY 2009	FY2010	FY2011
July	1,536	1,874	1,931	1,624
August	1,226	1,491	1,491	1,807
Sept.	1,219	1,728	1,936	1,668
October	1,296	1,736	1,636	
November	1,179	1,575	1,598	
December	1,190	1,266	1,593	
January	1,282	1,605	1,453	
February	1,187	1,595	1,381	
March	1,237	1,737	1,638	
April	1,158	1,859	1,531	
May	1,686	1,760	1,407	
June	2,128	2,036	2,141	
<b>TOTAL</b>	<b>16,324</b>	<b>20,262</b>	<b>19,736</b>	

## Bookmobile/Outreach

	FY 2008	FY 2009	FY2010	FY2011
July	547	477	258	72
August	284	613	122	0
Sept.	435	490	223	0
October	520	339	140	
November	580	454	137	
December	324	197	203	
January	538	108	164	
February	506	349	272	
March	487	160	86	
April	420	106	227	
May	301	227	185	
June	555	117	231	
<b>TOTAL</b>	<b>5,497</b>	<b>3,637</b>	<b>2,248</b>	

Overdrive  
Athens

	FY 2009	FY2010	FY2011
July	159	453	698
August	163	481	667
Sept.	143	415	591
October	238	420	
November	254	576	
December	270	589	
January	281	534	
February	284	425	
March	307	610	
April	290	522	
May	323	637	
June	389	648	
<b>TOTAL</b>	<b>3101</b>	<b>6310</b>	

Pinewoods

	FY 2009	FY2010	FY2011
July	4	2	0
August	3	1	0
Sept.	0	6	0
October	0	0	
November	2	3	
December	4	0	
January	0	0	
February	0	0	
March	0	0	
April	8	0	
May	-	0	
June	5	0	
<b>TOTAL</b>	<b>26</b>	<b>12</b>	

E. Athens FY 2010 FY2011

March	3	0
April	5	0
May	1	0
June	-	
<b>TOTAL</b>	<b>9</b>	

Winterville FY 2010 FY2011

April	3	0
May	3	0
June	2	5
<b>TOTAL</b>	<b>8</b>	

**Attendance**

Athens

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>	<b>FY2011</b>
July	62,340	72,340	61,870	57,373
August	62,802	82,419	59,571	55,459
Sept.	52,018	52,025	54,143	48,893
October	59,424	54,947	51,658	
November	49,652	55,018	55,179	
December	45,935	52,117	50,831	
January	41,557	51,918	61,289	
February	54,622	50,219	57,375	
March	56,050	54,638	62,860	
April	53,646	60,183	54,715	
May	51,760	60,425	58,813	
June	58,287	68,267	67,770	
<b>TOTAL</b>	<b>648,093</b>	<b>714,516</b>	<b>696,074</b>	

E. Athens

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>	<b>FY2011</b>
July	449	718	408	384
August	447	470	209	374
Sept.	309	528	345	424
October	455	503	196	
November	184	552	299	
December	274	407	256	
January	453	472	307	
February	367	629	292	
March	429	682	394	
April	451	697	266	
May	508	432	327	
June	562	562	515	
<b>TOTAL</b>	<b>4888</b>	<b>6652</b>	<b>3,814</b>	

Pinewoods

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>	<b>FY2011</b>
July	1,699	2,199	1,796	1,537
August	1,703	1,806	2,326	1,909
Sept.	1,717	2,115	2,504	2,150
October	1,853	2,271	2,170	
November	1,903	1,985	2,620	
December	1,435	1,645	2,087	
January	1,951	2,760	1,886	
February	1,853	1,952	2,508	
March	2,031	2,186	2,589	
April	2,278	885	2,636	
May	1,746	980	2,109	
June	2,070	2,091	3,001	
<b>TOTAL</b>	<b>22,239</b>	<b>22,875</b>	<b>28,232</b>	

**Lay Park**

	FY 2008	FY 2009	FY2010	FY2011
July	1108	908	1,159	940
August	802	683	485	592
Sept.	1007	898	860	991
October	944	1092	460	
November	800	837	561	
December	22	779	487	
January	35	837	543	
February	804	872	749	
March	1111	910	1,007	
April	1092	1,195	793	
May	1017	922	645	
June	109	1,289	150	
<b>TOTAL</b>	<b>8851</b>	<b>11,222</b>	<b>7,899</b>	

**Winterville**

	FY 2008	FY 2009	FY2010	FY2011
July	765	754	851	1,158
August	567	684	759	1,030
Sept.	671	755	762	1,111
October	769	785	711	
November	637	787	724	
December	407	545	657	
January	500	742	754	
February	540	688	708	
March	568	824	888	
April	539	791	813	
May	581	745	752	
June	836	893	1,092	
<b>TOTAL</b>	<b>7,380</b>	<b>8,993</b>	<b>9,471</b>	

**Computer Use****Athens**

	FY 2008	FY 2009	FY2010	FY2011
July	20,299	20,200	22,287	24,273
August	19,284	20,249	22,451	24,465
Sept.	16,790	19,987	24,071	23,944
October	18,673	19,805	20,922	
November	16,160	19,667	20,193	
December	14,807	20,267	19,939	
January	18,114	21,315	19,282	
February	17,514	19,474	18,596	
March	16,256	20,867	21,693	
April	17,887	21,159	20,145	
May	18,899	20,701	19,122	
June	20,706	23,459	23,714	
<b>TOTAL</b>	<b>215,389</b>	<b>247,150</b>	<b>252,415</b>	

E. Athens

	FY 2008	FY 2009	FY2010	FY2011
July	217	351	274	204
August	214	226	151	205
Sept.	125	241	245	206
October	214	235	112	
November	100	113	192	
December	140	323	176	
January	228	199	187	
February	174	237	161	
March	204	241	236	
April	233	256	182	
May	244	296	206	
June	305	329	283	
<b>TOTAL</b>	<b>2398</b>	<b>3,047</b>	<b>2,405</b>	

Pinewoods

	FY 2008	FY 2009	FY2010	FY2011
July	1418	1,764	623	1,171
August	855	1,322	736	1,046
Sept.	1338	1,676	796	1,145
October	1403	1,767	819	
November	1513	1,462	581	
December	1122	1,291	597	
January	1580	1,426	825	
February	1403	1,566	859	
March	1558	1,708	1,273	
April	1716	1,761	1,403	
May	1297	1,719	1,740	
June	1634	1,904	1,702	
<b>TOTAL</b>	<b>16837</b>	<b>19,366</b>	<b>11,954</b>	

Lay Park

	FY 2008	FY 2009	FY2010	FY2011
July	189	204	293	218
August	190	202	116	180
Sept.	172	277	194	206
October	169	304	91	
November	131	210	132	
December	5	218	176	
January	13	210	103	
February	191	184	147	
March	326	275	337	
April	338	354	298	
May	290	380	267	
June	17	235	150	
<b>TOTAL</b>	<b>2031</b>	<b>3,053</b>	<b>2,304</b>	

**Winterville**

	FY 2008	FY 2009	FY2010	FY2011
July	283	255	279	302
August	224	225	224	277
Sept.	217	248	320	277
October	169	304	91	
November	131	210	132	
December	5	218	176	
January	164	260	275	
February	209	197	208	
March	209	417	288	
April	193	259	287	
May	193	240	296	
June	242	284	307	
<b>TOTAL</b>	<b>2239</b>	<b>3,117</b>	<b>2,883</b>	

**Franklin County Libraries****Circulation**

## Lavonia-Carnegie

	FY 2008	FY 2009	FY2010	FY2011
July	3,162	3,483	3,583	2,688
August	1,951	2,037	2,297	1,899
Sept.	1,521	1,695	1,893	1,611
October	1,686	1,598	1,697	
November	1,546	1,652	1,373	
December	1,162	1,690	1,349	
January	1,364	1,647	1,522	
February	1,539	1,520	1,544	
March	1,668	1,772	1,512	
April	1,535	1,573	1,482	
May	1,293	1,861	1,577	
June	3,133	4,034	4,300	
<b>TOTAL</b>	<b>21,560</b>	<b>24,562</b>	<b>24,129</b>	

## Royston

	FY 2008	FY 2009	FY2010	FY2011
July	4,657	5,400	5,074	4,561
August	3,334	3,121	3,479	3,359
Sept.	2,396	3,055	3,545	3,598
October	2,498	2,991	3,531	
November	2,271	2,734	2,957	
December	2,162	2,494	2,703	
January	2,792	3,125	2,812	
February	2,792	3,289	3,056	
March	2,654	3,356	3,099	
April	2,815	3,166	2,998	
May	2,633	3,286	2,748	
June	4,894	6,042	5,370	
<b>TOTAL</b>	<b>35,898</b>	<b>42,059</b>	<b>41,372</b>	

## Outreach

	FY2008	FY2009	FY2010	FY2011
July	212	167	-	123
August	231	-	172	0
Sept.	220	160	170	0
October	179	180	120	
November	0	178	0	
December	181	175	120	
January	188	170	120	
February	191	168	0	
March	0	170	120	
April	175	-	122	
May	181	170	122	
June	225	172	-	
<b>TOTAL</b>	<b>1983</b>	<b>1,710</b>	<b>1,066</b>	

## Overdrive

## Lavonia-Carnegie

	FY2009	FY2010	FY2011
July	8	25	19
August	14	22	32
Sept.	13	21	28
October	12	31	
November	13	23	
December	11	15	
January	27	22	
February	33	20	
March	20	11	
April	26	26	
May	13	19	
June	29	16	
<b>TOTAL</b>	<b>219</b>	<b>251</b>	

## Royston

	FY2009	FY2010	FY2011
July	10	21	38
August	8	17	50
Sept.	2	30	34
October	17	37	
November	16	21	
December	18	27	
January	22	41	
February	26	48	
March	31	58	
April	17	46	
May	8	38	
June	26	38	
<b>TOTAL</b>	<b>201</b>	<b>422</b>	

**Attendance**

Lavonia-Carnegie

	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>	<b>FY2011</b>
July	5,196	5,081	4,906	4,402
August	4,305	4,511	3,414	4,388
Sept.	2,166	4,264	4,267	3,697
October	3,394	3,672	3,579	
November	3,256	3,391	3,254	
December	2,944	3,369	3,265	
January	3,482	3,751	3,208	
February	3,793	3,754	2,934	
March	3,981	4,030	2,976	
April	3,638	4,622	3,717	
May	3,475	4,184	3,432	
June	4,522	5,445	4,959	
<b>TOTAL</b>	<b>44,152</b>	<b>50,074</b>	<b>43,911</b>	

Royston

	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>	<b>FY2011</b>
July	6,158	7,198	7,531	5,226
August	5,732	6,067	5,872	5,498
Sept.	4,307	5,361	6,793	5,115
October	5,034	5,287	6,260	
November	4,453	5,006	5,310	
December	3,843	4,736	4,651	
January	4,974	5,433	5,060	
February	5,680	5,780	5,374	
March	5,370	5,812	5,173	
April	5,211	5,352	5,110	
May	5,165	4,898	4,899	
June	6,226	6,424	6,341	
<b>TOTAL</b>	<b>62,153</b>	<b>67,354</b>	<b>68,374</b>	

**Computer Use**

Lavonia-Carnegie

	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>	<b>FY2011</b>
July	1285	1,558	1,613	1,438
August	1110	1,350	1,719	1,628
Sept.	943	1,366	1,572	1,300
October	1,103	1,324	1,528	
November	1,007	1,380	1,504	
December	1,049	1,345	1,402	
January	1209	1,405	1,337	
February	1337	1,359	1,096	
March	1364	1,424	1,199	
April	1354	1,506	1,133	
May	1272	1,459	1,117	
June	1507	1,687	1,440	
<b>TOTAL</b>	<b>14,540</b>	<b>17,163</b>	<b>16,660</b>	

**Royston**

	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>	<b>FY2011</b>
July	1498	1,752	1,952	1,568
August	1401	1,771	1,800	1,665
Sept.	1062	1,768	1,701	1,445
October	1255	1,696	1,786	
November	1254	1,541	1,579	
December	1083	1,604	1,413	
January	1259	1,657	1,547	
February	1393	1,536	1,488	
March	1463	1,853	1,505	
April	1420	1,761	1,460	
May	1493	1,719	1,415	
June	1573	1,904	1,517	
<b>TOTAL</b>	<b>16,154</b>	<b>20,562</b>	<b>19,163</b>	

**Madison County**

## Circulation

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>	<b>FY2011</b>
July	7,432	8,822	8,057	8,529
August	6,224	7,231	6,488	7,901
Sept.	5,496	6,728	7,124	6,904
October	6,266	7,014	7,654	
November	5,490	6,840	6,759	
December	4,793	6,254	5,900	
January	5,906	6,333	6,392	
February	6,435	6,523	6,271	
March	6,250	6,687	6,285	
April	6,314	6,149	5,785	
May	7,195	6,842	7,103	
June	9,662	9,036	9,260	
<b>TOTAL</b>	<b>77,463</b>	<b>84,459</b>	<b>83,078</b>	

## Outreach

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>	<b>FY2011</b>
July	204	20	124	108
August	190	103	198	0
Sept.	123	113	110	0
October	55	112	49	
November	145	77	165	
December	204	113	171	
January	177	65	109	
February	114	92	29	
March	32	40	199	
April	151	172	103	
May	151	173	66	
June	333	81	166	
<b>TOTAL</b>	<b>1,879</b>	<b>1,161</b>	<b>1,489</b>	

**Overdrive**

	FY2009	FY2010	FY2011
July	13	12	29
August	18	23	39
Sept.	23	19	51
October	31	16	
November	29	24	
December	18	11	
January	4	39	
February	5	43	
March	18	29	
April	26	38	
May	21	28	
June	31	66	
<b>TOTAL</b>	<b>237</b>	<b>348</b>	

**Attendance**

	FY 2008	FY 2009	FY2010	FY2011
July	9,311	9,423	9,050	8,658
August	8,863	8,571	8,727	8,239
Sept.	8281	10,111	9,818	8,147
October	8515	8,772	8,422	
November	6,933	7,143	8,304	
December	7,081	6,424	6,101	
January	7,135	7,461	6,946	
February	7,716	7,233	6,535	
March	8,512	9,073	8,067	
April	8,626	8,660	7,068	
May	9,308	8,308	7,417	
June	8,858	8,834	9,046	
<b>TOTAL</b>	<b>99,139</b>	<b>100,013</b>	<b>95,501</b>	

**Computer Use**

	FY 2008	FY 2009	FY2010	FY2011
July	3,839	2,872	3,072	2,693
August	4,120	3,179	2,875	2,676
Sept.	2,848	2,951	2,823	2,547
October	2725	2,786	2,814	
November	2423	2,866	2,708	
December	2217	2,501	2,478	
January	2433	3,017	2,538	
February	2417	2,803	2,366	
March	2697	2,708	2,635	
April	3452	2,683	298	
May	2666	2,732	267	
June	2769	2,806	150	
<b>TOTAL</b>	<b>34,606</b>	<b>33,904</b>	<b>25,024</b>	

## Oconee County Libraries

### Circulation

#### Oconee

	FY 2008	FY 2009	FY2010	FY2011
July	16,708	18,382	18,476	20,258
August	14,060	15,491	16,431	19,310
Sept.	13,767	15,303	16,917	17,418
October	14,623	14,347	16,671	
November	13,046	13,917	14,765	
December	10,294	12,205	12,670	
January	13,481	14,308	14,756	
February	12,663	14,070	15,108	
March	13,139	14,749	16,586	
April	13,024	12,659	14,532	
May	14,131	15,659	17,042	
June	19,627	21,412	23,469	
<b>TOTAL</b>	<b>168,563</b>	<b>182,502</b>	<b>197,423</b>	

#### Bogart

	FY 2008	FY 2009	FY2010	FY2011
July	4,276	4,757	4,961	5,264
August	3,645	3,619	4,302	4,275
Sept.	3,264	3,611	4,643	3,672
October	3,295	3,911	4,357	
November	3,127	3,178	3,721	
December	2,767	2,932	3,324	
January	3,141	3,509	3,560	
February	3,166	3,668	3,666	
March	3,107	3,599	4,102	
April	3,385	3,587	3,847	
May	3,712	4,002	4,135	
June	5,117	5,719	6,357	
<b>TOTAL</b>	<b>42,002</b>	<b>46,092</b>	<b>50,975</b>	

#### Outreach

	FY 2008	FY 2009	FY2010	FY2011
July	15	22	32	0
August	-	19	-	0
Sept.	14	24	35	0
October	19	0	115	
November	14	25	19	
December	0	21	15	
January	9	28	36	
February	23	38	25	
March	15	23	20	
April	22	24	10	
May	-	20	41	
June	35	140	21	
<b>TOTAL</b>	<b>166</b>	<b>384</b>	<b>369</b>	

Overdrive  
Oconee

	FY2009	FY2010	FY2011
July	43	132	138
August	74	145	155
Sept.	90	127	128
October	108	106	
November	109	90	
December	115	79	
January	110	104	
February	95	91	
March	91	112	
April	69	101	
May	101	134	
June	122	116	
<b>TOTAL</b>	<b>1,127</b>	<b>1,337</b>	

Bogart

	FY2009	FY2010	FY2011
July	34	32	42
August	26	35	32
Sept.	31	38	47
October	31	26	
November	29	25	
December	30	25	
January	32	27	
February	31	28	
March	38	30	
April	34	29	
May	39	47	
June	44	43	
<b>TOTAL</b>	<b>399</b>	<b>385</b>	

**Attendance**

Oconee

	FY 2008	FY 2009	FY2010	FY2011
July	17,651	20,029	22,039	19,165
August	18,520	19,426	20,089	21,188
Sept.	14,936	19,179	22,553	20,012
October	17,399	18,126	23,364	
November	15,989	16,094	21,811	
December	10,933	15,648	15,827	
January	15,822	16,767	17,815	
February	16,780	17,173	18,027	
March	17,832	17,427	18,129	
April	17,817	17,506	17,573	
May	17,383	16,937	19,368	
June	21,456	22,162	20,565	
<b>TOTAL</b>	<b>202,518</b>	<b>216,474</b>	<b>237,160</b>	

**Bogart**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>	<b>FY2011</b>
July	5176	5,741	6,392	5,356
August	4806	4,931	5,525	5,369
Sept.	3886	4,296	5,882	3,807
October	4548	5,092	5,199	
November	5014	3,845	4,716	
December	3654	3,757	3,708	
January	3830	3,914	4,447	
February	4602	4,206	4,294	
March	5047	4,413	4,924	
April	4949	4,834	4,842	
May	4984	5,169	4,887	
June	6066	6,604	6,627	
<b>TOTAL</b>	<b>56562</b>	<b>56,802</b>	<b>61,443</b>	

**Computer Use**

## Oconee

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>	<b>FY2011</b>
July	4042	4,997	5,752	5,295
August	4197	5,103	5,182	5,256
Sept.	3445	4,762	5,250	5,035
October	3671	4,886	5,589	
November	3797	4,621	5,096	
December	3632	4,353	4,510	
January	4270	5,004	4,851	
February	4084	4,588	4,814	
March	4472	5,140	5,216	
April	4721	5,206	4,649	
May	4571	5,140	4,954	
June	4720	5,433	5,350	
<b>TOTAL</b>	<b>49622</b>	<b>59,233</b>	<b>61,213</b>	

## Bogart

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>	<b>FY2011</b>
July	895	892	1,554	1,221
August	794	949	1,620	1,086
Sept.	638	758	1,656	1,161
October	804	986	1,126	
November	870	951	1,057	
December	647	997	886	
January	624	1,213	1,017	
February	802	1,161	925	
March	870	1,148	942	
April	900	1,356	849	
May	880	1,357	989	
June	927	1,423	1,204	
<b>TOTAL</b>	<b>9651</b>	<b>13,191</b>	<b>13,825</b>	

## Oglethorpe County Library

### Circulation

	FY 2008	FY 2009	FY2010	FY2011
July	4,131	4,282	4,286	3,929
August	3,217	3,659	3,860	3,831
Sept.	3,225	3,578	4,439	3,738
October	3,567	3,795	4,055	
November	2,867	3,439	3,769	
December	2,451	3,501	3,374	
January	3,179	3,657	3,659	
February	3,262	3,435	3,298	
March	3,543	3,699	3,621	
April	2,925	3,201	3,208	
May	4,343	3,869	3,026	
June	4,216	5,133	4,231	
<b>TOTAL</b>	<b>40,926</b>	<b>45,248</b>	<b>44,826</b>	

### Outreach

	FY 2008	FY 2009	FY2010	FY2011
July	99	97	96	0
August	64	97	98	0
Sept.	0	94	0	0
October	110	90	106	
November	91	87	110	
December	95	91	1	
January	107	124	25	
February	93	115	109	
March	2	115	102	
April	101	114	101	
May	102	112	-	
June	187	-	82	
<b>TOTAL</b>	<b>1,051</b>	<b>1,136</b>	<b>830</b>	

### Overdrive

	FY2009	FY2010	FY2011
July	1	21	37
August	1	12	41
Sept.	0	13	41
October	1	17	
November	7	22	
December	11	24	
January	14	18	
February	16	33	
March	20	21	
April	24	27	
May	17	36	
June	15	37	
<b>TOTAL</b>	<b>127</b>	<b>281</b>	

**Attendance**

	FY 2008	FY 2009	FY2010	FY2011
July	6,265	7,247	6,231	5,662
August	5,376	5,762	6,599	5,551
Sept.	5,090	5,618	6,106	5,141
October	5,979	6,944	5,691	
November	6,070	5,409	5,380	
December	4,327	4,198	5,977	
January	5,998	6,568	4,667	
February	7,519	5,485	5,446	
March	5,982	6,082	6,438	
April	6,415	5,571	6,825	
May	5,846	5,320	5,369	
June	7,127	6,638	4,657	
<b>TOTAL</b>	<b>71,994</b>	<b>70,842</b>	<b>69,386</b>	

**Computer Use**

	FY 2008	FY 2009	FY2010	FY2011
July	1482	2,497	2,210	1,974
August	1607	2,089	2,285	1,940
Sept.	1594	1,881	2,154	1,895
October	2038	1,934	2,047	
November	1774	1,829	1,919	
December	1751	1,872	1,701	
January	2099	2,096	1,925	
February	1980	2,050	1,652	
March	2039	2,011	2,005	
April	2245	1,968	1,827	
May	2287	1,739	1,695	
June	2278	2,200	1,981	
<b>TOTAL</b>	<b>23174</b>	<b>24,166</b>	<b>23,401</b>	



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## features

Music, Performance, Food

1 day ago

Latino Fest Shares the Culture of the Immigrant Community

Air brakes exhale, and the mechanical wheeze floats through the conifers outside the Pinewood Community Learning Center and Library. County school buses are navigating the heavily speed-bumped lanes of Pinewood Estates North, a mobile home park off Hwy 29, dropping off backpack-laden children and breaking hours of silence with their diesel-powered roar.

"They're here," says Aida Quiñones-Saez, the library's branch manager, as the rumble of bus engines reverberates inside the library's walls. In a moment, those bus riders will burst backpack-free through the library's doors.

It's just before 3 p.m. on an October Friday afternoon, and Quiñones-Saez just transformed the library's tutoring and media room into a makeshift dance studio. Monday through Thursday, students and tutors cover the room's plastic fold-up tables with fraction homework and grammar worksheets. On Fridays, after a long, studious week, Quiñones-Saez concedes a free day, prompting most of the children to surf MySpace pages and play flash games on websites like Funbrain and Cartoon Network.

But not all of the library's charges rush the computer screens. In place of online arcade games, two groups of children—one male, one female, both elementary age—have opted to spend these free afternoons learning bailes, or traditional Mexican dances, with the goal of performing folkloric steps at the first annual Latino Fest taking place this Sunday just outside the library in the adjacent Pinewood Estates North community garden.

Dubbed by organizers a celebration of Latino contributions to the music, performance and culinary arts scenes in Athens, the Pinewood garden party will cap a weekend of festivities that kicks off with dueling bills of music Friday night at Go Bar and Ciné. Sunday's lineup emphasizes the artistic talents of many Pinewood residents—including bands, speakers and dancers—as well as homemade enchiladas and pozole made with ingredients sourced from the community garden.

Bailedores de Coile adds a modern alternative to the library's young traditional dancers. These Coile Middle School students will perform the popular Bachata, an up-tempo but romantic dance from the Dominican Republic, and the Duranguense, a Mexican-style polka made popular by bands in Chicago.

Many Latino and Hispanic activists, organizers and arts promoters have long dreamed of an outdoor, city-wide Latino Fest, says Humberto Mendoza, who is an event coordinator and musical performer, but it wasn't until recently that these elements decided to "put their efforts together." He says Latino Fest began as a way to raise money for the Pinewood Community Garden planted by residents last spring, but the event quickly outgrew mere fundraiser status.

"Our goal is to share the culture of this immigrant community," Mendoza says. "They're doing music and so much more. It's a chance to celebrate heritage... and bring the entire community together in one place."



Andre Gallant  
Aida Quiñones-Saez, pictured with students Hector Loza and Dulce Martinez, hand-made the young bailedores' costumes with her mother's sewing help and fabric donations from the community.

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Madison County Library Board Meeting  
Thursday, July 8, 2010

Approved 8/14/2010

Present: Mike Moak, Karen Harrison, Pat Herndon, George Nale, Kathryn Ames, Donna Brumby and Suzanne DeGrasse.

The minutes from the April 8, 2010 meeting were read but there was not a quorum present so they could not be approved.

Chairman Moak met with the Board of Commissioners to discuss the value of service that the library provides to the community. He stated that the board needs to seek both input and private donations from the community regarding the building project. The Building Committee met on July 1<sup>st</sup> to discuss design development (minutes attached and passed out at meeting). The schematic drawings will be developed and approved next. The Building Committee will meet on July 14 to discuss design details, and again in August to approve the plans, contract documents and specifications.

By October the working drawings will be complete.

In November the state of Georgia may release the 1.5 million in bonds to fulfill their financial commitment. At that time the county will need to release the \$582,000 earmarked for the library out of the SPLOST funds.

January 1, 2011 will begin the request for bids segment.

March 1 will be the approximate date of bid winners' names being released.

The board is encouraged to keep the Board of Commissioners in the loop regarding progress on the construction and design.

There are currently three vacancies on the board. Gene Lurwig has completed an application. Chairman Moak said he would speak with Mr. Lurwig about his interest in the board and if he is still interested he would present the application to the Board of Commissioners for approval.

Library System Director Kathryn Ames reported that thanks to Chairman of the Board of Commissioners Anthony Dove and his assistant, Rhonda Wooten, we have completed and applied for the RDA grant of \$50,000. There will still be a public hearing held on July 26 at 6:30 PM before it can be passed on to the USDA. This money will be used for new computers and furniture.

The annual patron survey results were very favorable with a reported 100% patron satisfaction.

Ponder & Ponder, the architectural firm employed for the building project, has assured that they will stay at or under the budget. The Regional Library Board approved to release funds to pay the two Ponder & Ponder invoices we have received so far, pending the reimbursement from the funds distributed by SPLOST and the state grant.

The question was raised if the Library Board needed a treasurer to handle building funds. Mrs. Ames stated that we do not need one yet. Chairman Moak volunteered George Nale for the position. Mr. Nale agreed he would serve as treasurer, with accommodation for his absences.

Mrs. Ames discussed the replacement and purchasing of furniture and cautioned that we need to replace only what is needed and to be frugal. The new study rooms could be named after donors of sizeable amounts. Chairman Moak stated that we need to develop a marketing plan for the solicitation and acquisition of donations.

Local sales tax revenues are down, which reflects negatively on the funding allotted to the library from SPLOST. As far as current funding goes, the board was cautioned to keep the budget at the status quo. Chairman Moak stated that if the board can devise a budget that is the same as last year's, it is more likely that it will get approval. Questions were raised over the travel budget being 200% over when at this point it should still have 50% left. The Friends of the Library contributed an additional \$200 which is not reflected in the budget sheet. This, however, still leaves us with currently a \$600 shortage in that area.

The question was raised: How much money will someone need to donate in order to receive a plaque, name plate, or entire room named in someone's honor? It was suggested that we determine how much it would cost to furnish the computer lab and the auditorium, two new areas in the library that could be named after a prominent donor. Pat Herndon asked about plaques honoring any civic groups that help raise funds and it was determined that, as in the past, all groups and people donating funds over a set amount would be recognized.

The Regional Board still needs to approve the Library Board's approval of the schematic design. However, without a quorum present, the board was unable to vote. Certain issues were discussed such as security in the children's area (cameras and a special emergency door alarm) and classrooms versus study rooms. There was lengthy discussion regarding a sliding wall versus a solid wall separating the two classrooms. The solid wall was decided upon.

Karen Harrison agreed to serve on the Regional Library Board.

Although a quorum was not present it was decided that missing board members Otelyer Byrd and Margie Richards would be asked to vote by phone in favor for the current schematic design. Chairman Moak made this motion and George Nale seconded it. All were in favor of this plan.

The meeting was adjourned at 6:12 PM. The next meeting will be October 14, 2010 at 4:30 PM.

*Approved* 10/11/10

# Franklin County Library Board

**Present:** Emma LeCroy, Donna Brumby, Logan Mathis, Rosie Chitwood, Wayne Miller, Ed Bowns,  
Cheryl Slater, Jack Slaton, Kasie Freeman

**Visitor:** None

**Date:** 7/14/2010

Ed Bowns called meeting to order.

01/12/2010 Minutes approved: 1<sup>st</sup> Wayne Miller; 2<sup>nd</sup> Jack Slaton; All agree.

04/12/2010 Minutes approved: 1<sup>st</sup> Wayne Miller; 2<sup>nd</sup> Jack Slaton; All agree.

Agenda approved: 1<sup>st</sup> Jack Slaton; 2<sup>nd</sup> Cheryl Slater; All agree

Directors Report given by Donna Brumby.

- Presented extra comments of patrons survey for Royston.
- FY 2010 Financial report is for the full year, 07/01/2009 – 06/30/2010
  - Took in more revenue thru fines and fees than was budgeted
  - We will spend some of the computer replacement money this year that was not spent last year. Emma LeCroy needs a new computer in her office.
  - One time contributions of \$500 and \$1001.00 were included in the gift account on the past reports in error, they were moved to the correct revenue account for this final year end report.
  - Emma LeCroy asked what the postage account was for, Donna thinks it is for Pines notices that are mailed out and will verify it.
- Construction funds were spent on architect fees
- Circulation is up from 2008, but slightly down from 2009. This is due to the lower per capita budget that is allowed to buy new books, so fewer books to check out.
- Computer use is down in 2010 due to wireless, smart phones, people use old session that is still up when they sit down, if all computers are in use the customers leave (can't increase usage with same number of computers)

Local Reports

- Royston report from Rosie Chitwood
  - Successful reception for the teen writing contest
  - Working on the Young Adult summer programs
    - Reading program: read 10 books get a tshirt, 12 – 18 yrs old
    - 1<sup>st</sup> activity: craft had good attendance
    - 2<sup>nd</sup> activity: movie had no attendance
  - Summer Reading program participation is low
    - Magic & Puppet shows this month & they will have good attendance
    - Magic show will be in library (due to election day at city hall) so we will close the library during it.
- Lavonia report from Emma LeCroy

- Good attendance at all summer programs, three held at community center
- Taps program at the library and people left due to the large crowd
- Magician will be at the community center
- Friends will sponsor pizza party at the end of the summer
- Summer employee is doing a great job
- Good attendance at the meet the author program
- Donna Brumby commented that Lavonia's "Cooking up a cozy mystery" had the books flying off the shelves, they did a great job with it.

Old Business presented by Ed Bowns

- Received grant for Royston computers – will upgrade some before the move
- Budget – updated; accept budget as presented Jack Slaton 1<sup>st</sup>; Wayne Miller, 2<sup>nd</sup>; all agree.

New Business presented by Ed Bowns

- Reserve money should have one months expense, Emma and Rosie's vaction pay \$2,600.
- Ed Bowns requested we go into an Executive Session, Rosie & Emma left the meeting
  - Ed requests the board give a \$500 raise from the reserve to Rosie & Emma, the total cost is \$2,400 out of the reserve to include benefits and vacation pay.
    - Money is moved to the reserve account when it is not spent from a previous years budget.
    - Wayne Miller 1<sup>st</sup>; Jack Slaton 2<sup>nd</sup>; all agree.
  - Ed requests we move \$5,400 from the reserve to purchase 8 new computers for Lavonia. Cheryl Slater 1<sup>st</sup>; Jack Slaton 2<sup>nd</sup>; all agree.
    - The replacement money in the budget will buy 2 computers for Royston
- The board returned to normal session with Emma & Rosie returning to the meeting
- Ed Bowns requested we amend the budget to reflect the changes from the reserve, Jack Slaton 1<sup>st</sup>; Wayne Miller 2<sup>nd</sup>; All agree
- Sunshine law requires minutes to be sent to officers less than 2 days after the meeting – secretary Kasie Freeman stated this may be a problem due to her late schedule each evening and if it appears to be, she will need to be replaced.

Adjourn – Jack Slaton, 1<sup>st</sup>; Wayne Miller, 2<sup>nd</sup>; All Approve

Next meeting: Royston library, October 11, 2010 at 10:00 am.

Respectfully submitted by Secretary Kasie Freeman.



Approved 10/14/2010

Madison County Library Board of Trustees meeting  
Thursday, April 8, 2010

Present: Mike Moak, George Nale, Ramona Booth, Karen Harrison, Kathryn Ames, Donna Brumby, Suzie DeGrasse. Prospective board member Pat Herndon was also present.

Fern Coutant, Margie Richards and Otelyer Byrd not present.

Meeting opened at 4:35 PM. George Nale made a motion to accept the agenda as presented although without a quorum we could not vote on anything.

The minutes from the January 14, 2010 meeting were reviewed and revised: see attached.

The Board of Commissioners will be asked to approve Pat Herndon as new board member, leaving one vacant chair in June when both Fern Coutant and Ramona Booth will be ending their terms.

Kathy Ames and Mike Moak have been working with Board of Commissioners Chairman Anthony Dove and his office on a Rural Development Association grant. The grant was originally \$500,000 from the Federal Government, given to the state. The state portioned out the funds for 10 different rural libraries. It is a first come-first served grant and the application is over an inch thick. The staff of the BOC and the library staff have been assisting in information finding. The grant is available in \$50,000 amounts to rural libraries for technology upgrade and acquisition. The RDA grant has a matching requirement which would be fulfilled by the SPLOST monies allocated by the Board of Commissioners.

Mrs. Ames told the board that a breakdown for each budget area would be available upon request. We are one quarter through our fiscal year and are on target as far as income and expenditures.

The \$20,000 willed to the library by Jere Ayers and deposited into a CD at Regions Bank is now worth \$23,000. The papers are still in past Chairman George Nale's name. Although the signature papers and other documents could be changed to reflect Mike Moak as the current Chairman, it was determined not to be necessary. A notification of interest was received that raised a question of reporting said interest to the IRS. Mr Moak will check with lawyer Victor Johnson on this.

An advocacy workshop will be held in Decatur on April 26. Librarian Suzie DeGrasse will be attending and all board members were invited to attend.

Mrs Ames and Suzie DeGrasse will be meeting with the architects from the Ponder& Ponder firm on April 20 to examine workflows and day-to-day operations. A preliminary drawing will be obtained for the next board meeting, and there may be a called meeting prior to that.

Representative Earl Ehrhart is replacing Bob Smith on the House Appropriations committee. Mrs Ames encouraged the board to email ([earl@earlehrhart.com](mailto:earl@earlehrhart.com)) or write him (HM-1 Cap, Atlanta, GA 30334) to convey support for library funding. District 47 Senator Ralph Hudgens, with whom the board met at a breakfast meeting on March 3, is nearing the end of his term (November 2010). Mrs Ames encouraged the board to recognize him for his support of the library over his time in office and suggested a certificate and a book on CD placed in his honor as a nice way to thank him.

A patron sent an email complimenting computer specialist Alisa Claytor on her classes. Mrs Ames shared this with the board and pointed out that personal stories such as that are excellent public relations material.

The librarian's quarterly report is attached. Librarian Suzie DeGrasse will be presenting at the Friday, April 9 Rotary meeting in Ilia.

The next meeting will be July 8, 2010 at 4:30 PM. A motion was made by Ramona Booth to adjourn.

No quorum on April 8, 2010  
approved 10/14/2010

## MADISON COUNTY LIBRARY

### Board of Trustees Minutes

January 14, 2010

President Mike Moak called the meeting to order at 4:30 pm in the Conference Room of the Madison County Library. Those 10 members present were Ms. Katherine Ames, Mike Moak, Karen Harrison, Suzie DeGrasse, Ramona Booth, George Nale, Donna Brumby, Otelyer Byrd, Margie Richards and Fern Coutant. Three guests were present to discuss the future water and sewer lines to the library; those three were Ms. June Temple from the Board of Commissioners, Mayor of Danielsville, Phillip Croya, and Danielsville Attorney Victor Johnson.

President Mike Moak called the meeting to order and the minutes of the last meeting were passed out and read silently. A motion was made to accept them.

Mike introduced our visitors and Victor spoke for all three concerning the sewer connections to the Sports Complex, the Senior Center and the Library. The County Commissioners have agreed to pay approximately \$18,000.00 to bring the sewer line under Highway 98 and Mr. Graham has agreed to release his restriction on the land for this purpose. The Library will get a sewer line and manhole from a pump station; it will not be gravity fed. All this will begin when the Library expansion begins in the near future.

Suzie mentioned that she officially graduated from the University of South Carolina; graduation will be in March. She was pleased to be asked to teach a two hour course in Macon on the subject of a "Catalogers Convention".  
*DATA 02-10*

She mentioned that the power bill to the library was high and that everyone is monitoring the use of electricity more carefully. She mentioned that Jennifer has made 80 outreach visits in one quarter, has traveled over 1,398 miles, and reached thousands of children. She exceeded her budget, but everyone felt she has done so well that the monies would be deducted from another source. Four story hours for various ages are offered each month and very well attended. A new infant story hour was started; it was small in numbers, but a good beginning.

An anonymous donor has given the Library \$500.00 if the Library can match this amount. The Friends of the Library have raised \$2,885 ~~from their book~~.

sales, so her amount was easily matched. Mrs. Betty Sweeney has again contributed this year. *to the book on Civil Rights*

Suzy mentioned that "It's a Good Life" will again be presented this year. This play will be directed by a local person and the players are all local people. It will be held in the Springfield Baptist Church and also in the Senior Center. *at Trinity Baptist Church.*

Ms. Ames asked for several board members to attend the Legislative Day activities in Athens on February 25, 2010. Mike, Ramona and Fern mentioned that they would be interested in attending as it would be good to have Madison County represented. All expenses would be paid.

Budget wise, Ms. Ames mentioned that we spent less than we took in 2009, so we ended the year in good condition. Some of our income came from the use of the copy machine as there are very few, if any, available to the public in this county. It was mentioned that a new Gwinnett County Library will soon open; this might force one or two of the smaller libraries to close or at least limit their hours.

It was noted that many groups are now using the Library as a meeting place, such as the Census Workers, Trail Riders, and the ~~Atheists~~, etc. Being a public library, it was noted that all groups are free to use its facilities.

The Friends of the Library were happy to announce that they contributed \$7000.00 to the Library, all of which was earned from their book sales. They also approved the purchase of a standup ashtray for outdoors, as cigarette butts are a problem. Discussion was held about a separate area in the new Library renovation for smokers, so children entering the Library would not have to walk through smoke. Mike will talk to ~~Mayor~~ Anthony Dove about the whole area, including the Sports Complex, the Senior Center, and the Library, being smoke free. Ramona will speak to the County Commissioners about a county policy for that area.

Ramona and Mike will attend the next regional meeting in Athens next week.

Our next meeting will be Thursday April 8, 2010 at 4:30 pm.

At 6:00 pm a motion was made and approved to adjourn.

*Fern L. Assistant Sec.*

*signed 10/1/2010*

**OCONEE COUNTY LIBRARY BOARD  
MINUTES OF THE QUARTERLY MEETING  
JULY 12, 2010**

The meeting of the OCLB was called to order by Chairman Brian Hawkins. Other members present included Deann Craft, Patricia Hallow, Kelly Holt, Phyllis Luke, Dorothy Peltier, Janet Stratton, Lisa Vaughn, Robert Wyatt, and Art Zimmerman. Absent members were Susan Brodrick and Jerry Studdard. Also present were Kathryn Ames, Donna Brumby, and Jackie Elsner. Brian started our meeting with the request to approve the April minutes. Janet Stratton made a motion to approve and Robert Wyatt seconded.

**PUBLIC COMMENT**

There are no public comments to report.

**BRANCH MANAGER'S REPORT**

Jackie reviewed her report beginning with April. She noted the large attendance at all the programs offered for children, teens, and adults. She was pleased to report that a new copier was received at the Watkinsville library. In April Jackie presented an initial Oconee County Libraries' FY11 Budget to both the OC Board of Commissioners and the OC Board of Education. Also during April Jackie and Donna finished weeding out old books in the Reference collection in the Bogart library and which made more space available.

During May a push was made to start the Summer Reading Programs for the children and teens. In Watkinsville Jackie used Burma Shave signs and a Pirate War to generate interest and the Bogart library used David Ginn, Magician, to kick off its Summer Reading Program. In May Jackie met with media specialists for help on summer reading lists and library card promotions and she, Evelyn, and Donna attended PINES training sessions. In mid-May Jackie made her FY11 budget presentation to the City of Watkinsville.

June saw the results of all the May activities having successful shows presented at the libraries or when needed at the Bogart community center. These included the All Hands Puppets Troupe puppet show "Three Billy Goats Gruff", Cowboy Bruce, and the Twilight Prom in Bogart. The Summer Reading Programs registered 1650 children and 60 teens in Watkinsville and 346 children and 35 teens in Bogart. Jackie also updated emergency preparedness maps of both libraries for Knox Boxes in consultation with the Oconee County Deputy Fire Chief and Code Enforcement Officer. A Knox Box is attached to the outside of each library and contains a map of the library and the location of all the utilities to aid firefighters when they have to respond to an emergency. Kathryn mentioned to the board that a library in Troup County had a fire that destroyed everything and as the library did not have fire insurance they suffered a total loss. She wanted our board to know that ARLS has insurance that covers everything inside the library, including books, computers, and all the contents, and our County covers our buildings. Lastly Jackie had to report to the board that she had observed a woman stealing library material and that the woman was confronted and banned from the library for one year. Kathryn said the woman had the right to appeal but that she probably would not.

**DIRECTOR'S REPORT**

Kathryn reviewed the end of the fiscal year for Revenue and Expenditures, noting that we received slightly over 100% of our revenue due to some additional funds from the City of Watkinsville as well as higher than estimated fines and fees and copy money. Our expenditures were kept at 97.13% of our budgeted funds, with some items, like equipment and computer maintenance, software and supplies over their budget, but some other items, like advertising, programming incentives, and copier maintenance and lease (resulting from getting a new copier) coming in at much lower costs. We are holding some revenues over expenditures. Oconee County BOC Total-in-behalf Expenditures held closely to the budget at 101.13% of budget amount and Total-in-Behalf and Actual Expenditures were at 97.69% of the budget amount. Finally, the Gift Income

and Expenses account for Watkinsville held a balance of \$10,808.47 and for Bogart a balance of \$2,268.07 after materials were bought for FY10. Kathryn mentioned that the Fund Equity ("Reserve") was still under funded at this time. Kathryn warned that more budget reductions might be coming in FY11. The state funding of 16.5 cents/capita could change and salaries may not increase. We are advised not to use the reserve fund for salary increases.

Kathryn reviewed the Oconee County Patron Survey, which was asked for by the board to ascertain what our patrons thought of our Watkinsville and Bogart libraries. The question was "What would you like changed or added to your library?" There were many compliments as well as lots of suggestions for improvements, including more hours, more books, more AV material, more books, more DVDs, more books. You can see where this is going. By far larger libraries were wanted and are needed. Kathryn did strongly suggest we should start with a Feasibility Study, not a Facility Study, using some focal groups to determine where to locate any newer and bigger library or how to enlarge and improve the current ones we have, if it's even possible to do this. Doing a Feasibility Study is liked by the BOC.

## **FRIENDS OF THE LIBRARIES REPORTS**

### **Oconee County Library Friends**

Jackie reported that the Oconee County Library Friends produced Family Fun Day and 375 people showed up. They contributed \$50.00 for the author, William Rawlings, Jr., to visit our library and also sponsored David Ginn Magic Show to start off the Summer Reading Program for Watkinsville library and the Wild West Program "Cowboy Bruce". The OCLF also started the Used Book Donation Drive for the Annual Used Book Sale scheduled for the end of September.

### **Bogart Library Friends**

Jackie reported that the Bogart Library Friends opened a "Friends of the Bogart Library" Bookstore on Main Street right next store to the City Hall. All of its proceeds will go for donations for the work that they do for the Bogart Library. They sponsored the Wild West Program, "Cowboy Bruce", in June at the Bogart Community Center. Bogart Library Friends received \$350.00 from the Georgia Foundation for support of their summer reading program. The new president of the Bogart Library Friends is Pamela McNair.

## **OLD BUSINESS**

The review committee set up at the last board meeting in April completed their study of the use of filters and the effects they will have on our libraries and came to agreements on the filters they wanted. After reviewing their decisions a motion was made to accept the committee's recommendations by Robert Wyatt and seconded by Art Zimmerman. Most of the board members voted to accept their recommendation. Only one member opposed. We were reminded that there still remains an option to turn off the filters if wanted..

## **NEW BUSINESS**

Board members, who could manage, were asked to attend the BOC and BOE budget hearings for support when Jackie was to give our budget request for FY11.

One item remained and that was to discuss how we wanted to show recognition to Rep. Bob Smith for his tremendous support for libraries in our state. Janet felt that something visible to the public would be nice as well as a reminder that our public officials sometimes do work for us. Discussion was held on exactly what we would do, placing a plaque in the library or starting a collection of books to which other books might be added in their names when board members leave office. A motion was made for Kathryn to explore what might be an appropriate collection to honor him.

Our next meeting is scheduled for Monday, October 11, 2010 at 4:30 pm at the Bogart Library.

Respectfully submitted, Dorothy Peltier, Secretary, OCLB

*Approved as amended  
10/20/2010*

**Minutes of the Oglethorpe County Library  
Board of Trustees  
July 12, 2010**

**Present:** Chairman Greg Jones, ARLS Director Kathryn Ames, ARLS Extension Coordinator Donna Brumby, Branch Manager Tiffany Speed, Tom Gresham, Tricia Mathis, Judy Arnold, Tony Nation, Charles Dyer

**Call to Order:** Greg Jones

**Approval of April Minutes:** Not enough board members present for a quorum so approval of minutes postponed to next meeting. Judy suggested that the Board establish a calling circle to remind all Board Members of the meetings 2-3 days prior to rectify the problem of not having a quorum. The calling block consists of Tricia Mathis calling Jodi Higgins, Charles Dyer, and Gloria Gabriel; Tom Gresham calling Brenda Yeany, Sam Nash, and Greg Jones; Judy Arnold calling Tom Gresham, Tricia Mathis, Tony Nation; Greg Jones calling Gloria Gabriel, Judy Arnold.

**Public Input:** none

**Friends of the Library:** Tiffany reported that the Friends of the Library will be holding a one day only Book Sale Bake Sale to raise money for the library on July 17, 2010 from 9am -1pm. They also have held two meetings one on May 1 and one on July 12 where they decided to donate \$1,000.00 to purchase new tables for the general purpose meeting room. Charles Dyer offered that he was able to receive a discount from both Wal-Mart and Lowe's. FOL President, Anita Turenne has been in contact with Mr. Sam Nash, who has offered to bring his boy scouts troops to work on our "section" in front of library, if the FOL purchases the supplies, which FOL has agreed to provide for the library.

**Branch Manager's Report:** Please see attached. Greg inquired if basic computer classes were offered at the library. Tiffany explained that although 1 hour blocks of time are allotted for patrons that need assistance and reserve the time, due to staff limitations it is not possible to set up a computer class setting. Donna also mentioned that a class setting would tie up the public computers. Mrs. Ames mentioned borrowing the laptops from Athens and Judy suggested patrons bring their own laptops in to learn. Greg suggested having a volunteer teach the courses and possibly have a 3 month course 1 night per week. This is a great program idea that Donna suggested we look into beginning this fall. Mrs. Ames also mentioned that paperback books donated to other organizations can be checked out for their final time and counted as circulated materials.

**Regional Reports:** Donna mentioned that Oglethorpe Library was responsible for the Region's Reader's Advisory Display which was titled "Books that are Top Dawg and the Cat's Meow". She stated that the display has been well received by patrons and that many of the suggested book titles have been checked out and circulated at all the libraries in the region. Donna also extended a compliment on the cleanliness and organization of the

work room from our Regional Courier, Bob, who also has offered to take recycling items from the Oglethorpe County Library to recycling.

**Budget:** Mrs. Ames stated due to the increase in fines that have been collected that not as much money had to be taken out of reserve to cover the budget for 2010. She also stated that the Oglethorpe County Board of Commissioners had approved our proposed budget for 2011 that Tiffany had faxed over in May for their session at the beginning of June. Mrs. Ames informed the Board Members that we also have the actual numbers that the county spends on the Library building, which is something they have never known in the past. She also mentioned that at the Regional Board they would be discussing a policy of a \$5 proctoring fee if there were no objections with any of our Board members. Mrs. Ames stated that there would be a Fine Free Week coming up soon where patrons that still had library items checked out could return said items to any library and the fines for item would be eliminated.

**Replacement of Board Members:** Prior to the meeting the existing nominating committee for replacement Board Members had voted on Tony Nation, Charles Dyer, and Gloria Gabriel to fill the vacant Board positions. On July 1, 2010, Tiffany mailed out the letters of recommendation to the Board of Commissioners for Tony Nation and Charles Dyer and the Board of Education for Gloria Gabriel per Greg's request. However, Shonda with the Board of Commissioners office phoned Tiffany on July 7, 2010 to explain that work sessions are always the first Monday of the month and all requests must be received the Wednesday before which meant that the recommendations would have had to be received by the Board of Commissioners on June 30. Shonda informed Tiffany that the letters of recommendation would not be voted on until August 9, 2010. Tim Andrews missed his third Board Meeting in succession so it was decided that a nominating committee consisting of Judy Arnold, Tricia Mathis, Greg Jones, and Sam Nash will review remaining applications and nominate a replacement that will be voted on by all Board Members at the October meeting.

**Meeting Room Policy:** Board Members decided that a \$5 fee for any organization should be charged to use the meeting room. However this fee is not indicated in the policy or in the agreement form. Members also agreed that there a "no vending" clause should remain in the policy unless it is related with or to the library. Donna and Tiffany will work on updating and revising the policy information and send it to Board members at least one month prior to the October Board meeting so that it might be voted on at that meeting.

**Executive Board/Officers for 2011:** Mrs. Ames addressed the issue of the Board Members terms ending in the middle of the calendar year versus the end as is the rule with other Boards in the Region. Greg Jones acknowledged this need and formed a committee of 3 people to review the constitution and by-laws of the Oglethorpe County Board of Trustees so it would be possible to get in line with everyone else. The new committee includes Greg Jones, Tom Gresham, and Charles Dyer. Donna advised Board Members that she would check with Mark Katzman at the main branch and have him send out the most current and correct copy of the by-laws. Greg stated the chosen

members would set up a meeting to decide the logistics and move the ~~fiscal~~<sup>operating</sup> year from July to January. Mrs. Ames mentioned that Greg Jones has now served longer as the Chair than what is required of him and Board Members will need to vote on a new Chair, Vice Chair, and Secretary at the October meeting to take office in January 2011. Greg named Sam Nash and Jodi Higgins as the nominating committee for the new Board officers and stated that he would contact them to let them know of this decision.

**Building Maintenance:** Mrs. Ames also brought to the attention of Board members that the maintenance of the outside of the front of the library is becoming quite an eyesore. There are noticeable holes in the columns as well as moderate damage to the upper part of the structure. There is also a considerable amount of rust forming on the handrails and grates that form the entranceway. Mrs. Ames suggested that there will be a time where the Board of Commissioners will need to be aware of this situation and money will have to be spent to correct the appearance. Tiffany noted that the lawn maintenance for the library is provided by the Board of Education which is regularly cut although bushes and trees are not trimmed as part of the service.

**Next Meeting:** Wednesday, October 20, 2010 at 4pm

**Adjournment:** Tom Gresham made motion, 2<sup>nd</sup> by Judy Arnold and meeting was adjourned.

70 min ex 7/4/2010  
Approved 4/20/2010

**Minutes of the Oglethorpe County Library  
Board of Trustees  
April 7, 2010**

**Present:** Chairman Greg Jones, ARLS Director Kathryn Ames, ARLS Extension Coordinator Donna Brumby, Branch Manager Tiffany Speed, Tom Gresham, Barbara Davenport, Judy Arnold, Sam Nash, Brenda Yeany, Tricia Mathis.

**Call to Order:** Greg Jones

**Approval of October 2009 Minutes:** Motion made by Tom Gresham, 2<sup>nd</sup> by Brenda Yeany

**Approval of January 2010 Minutes:** Motion made by Tricia Mathis, 2<sup>nd</sup> by Judy Arnold

**Public Input:** none

**Friends of the Library:** Greg Jones, Greg reports that although the volunteer efforts were lower this year that the Friends of the Library book sale held in March was a success. Tiffany reported that the book sale brought in a total of \$1267.98. Greg stated that he took two truckloads of books to the Potter's House. Tiffany reported that Goodwill picked up between 20-30 boxes of leftover books, as well as a vanload to ESP (Extra Special People) in Watkinsville and that 5-6 boxes of books were taken by her to donate to Relay for Life Yard Sale. It was also reported that Anita Turenne has taken over as FOL president, Peggy Hroma as treasurer and Libby McCallister as secretary.

**Branch Manager's Report:** Please see attached. Tom inquired additional information about our Summer Reading Program and Tiffany explained that school aged children can sign up at the library to receive prizes for the amount of books that they read as well as to attend weekly performances by a variety of performers that are brought in from other areas in Georgia.

**Regional Report:** Mrs. Ames reports that the library is doing extremely well collecting fines and fees money and handed down a compliment from Mamie Simonds in the business office at Athens Regional Library System complimenting Tiffany Speed. Mrs. Ames explained that the library was now at budget having only \$237.07 in the supply account. She stated that \$3,000.00 has been transferred from reserve. Greg Jones asked what the money for supplies was being spent on and Mrs. Ames provided a break down of orders that Mrs. Simonds had sent from Athens per Tiffany's request. Mrs. Ames presented a 2011 budget proposal stating that other than the slight increase for Teacher's Retirement and the removal of the microfilm contract, everything would remain pretty much the same. She also stated that the state of Georgia has now reduced the budget to 16.5 cents per capita. After a lengthy discussion concerning the BOE funding of \$15,000, Sam Nash volunteered to set up an appointment to speak with Dr. Akridge, school superintendent. Board members agreed not to ask for an increase in the budget, but to let

the BOE know how much we appreciate their funding and support. Members also thought that it would be a great idea for Sam to take a copy of the proposed budget, handouts showing how much, how often, and who uses the library. Donna also mentioned that the branch manager's meeting was held here in the meeting room at the library and how much the other managers enjoyed the use of the facilities.

**Custodial Contract:** Motion was made to approve the custodial contract with Brenda Mattox for the same amount of work at the same amount of pay by Tom Gresham; 2<sup>nd</sup> by Judy Arnold. Contract is extended until 2011.

**Internet Filtering:** Donna provided handouts of the current filtering of the computers. Decisions were made by board members to drop the filter for malicious sites and hacking /computer crime and to make certain children's computers are being filtered for extreme. All other filters will remain the same. Motion by Tom Gresham; 2<sup>nd</sup> by Greg Jones

**USDA Grant:** Mrs. Ames stated that the grant for rural communities was up to \$500,000.00, but that the county would have to match funds up to \$300,000.00. Unfortunately, the county does not have the money so we will not be applying for this grant. Mrs. Ames did say she would keep her eye out for future grants that could benefit the Oglethorpe County Library.

**Board Members' Terms:** Four current Board members' terms expired today: Howard Shapiro, MaryAnn Crawford, Barbara Davenport, and Sam Nash. Sam, being still eligible to serve an additional term, agreed to stay on the Board. The library received 4 completed applications from the ad that was placed in the Oglethorpe Echo and the advertisement on the library's home page for the month of March. Tiffany handed the applications to the board members for review. Greg suggested running another add in the Echo for the month of April so the Board could have a larger pool to pick their applicants. Mrs. Ames suggested the Board appoint a committee to review the applications that are received for this month and appoint new Board members by the end of May. Members decided to make the new deadline for applications May 10 and they will come by the library to pick up completed applications, and then make a decision through e-mail correspondence. This committee consists of Sam, Judy, Tricia, and Greg.

**Next Meeting:** Wednesday, July 7<sup>th</sup>, 2010 at 4:00pm.

**Adjourn:** Tom Gresham made motion, 2<sup>nd</sup> by Brenda Yeany and meeting was adjourned.

ATHENS CLARKE COUNTY LIBRARY  
DRAFT AGENDA, January 25, 2011

Call to order.

Introduce new members William Prokasy and Janet Geddis.

John Gaither and Anjanette Williams were reappointed for 5 year terms

Review and approve Minutes of October 12, 2010 meeting.

Public Comment. [5 minute limit]

Adopt Agenda.

Financial Report – Mamie Simonds, Business Manager.

Architectural Plans Presentation – David Moore, Steve Wilson, Keith Sanders [SPLOST].

Committee Reports.

1. Winterville
2. Finance Committee
  - Approve the FY2012 Athens-Clarke County Budget Proposal.
3. Friends of the Library [book sale will be Feb. 23-Feb. 26]
4. Endowment

Director's Report.

New Business.

A. Authorize Executive Committee and SPLOST Office to negotiate final bid documents and acceptance of bids for the ACC Library Expansion. Formal approval by Mayor and Commission is required for contract to move forward.

B. Approve SPLOST 2011 expenditure request [9 years with RFID purchase in FY2013 to coordinate with completion of building, expected savings of staff time by eliminating manual handling of items; \$200,000 per year expenditure for materials beginning in 2012].

C. Committee Appointments.

Unfinished Business.

Policy Committee: Vote on additional sentence to Patron Conduct rules.

Adjourn.

Announcements:

- Trustee Training will be on May 12, 2011, from 10 a.m. to 1 p.m. at the Oconee County Library.
- National Library week is April 10-16.
- Library Legislative Day will be February 14 at the Capitol.

Next Meeting April 12, 2011, 4 p.m.

Athens-Clarke County Library

01/05/11 DRAFT MF Simonds

FY2011

**July 1, 2010 through December 31, 2010**

**Revenue:**

<b>Revenue:</b>	<b>FY2011</b>			
	<u>Amount</u>	<u>Received</u>	<u>Balance</u>	<u>Received</u>
Athens-Clarke County Commission	1,676,219.00	838,110.00	838,109.00	50.00%
City of Winterville	18,000.00	-	18,000.00	0.00%
ACCL Fines and Fees	70,000.00	22,164.98	47,835.02	31.66%
ACCL Proctor Fees		175.05	(175.05)	
ACCL Copy Money	15,000.00	12,635.20	2,364.80	84.23%
ACCL Meeting Room	1,950.00	750.00	1,200.00	38.46%
Outside Revenues	66,025.00	-	66,025.00	0.00%
Winterville Fines	1,000.00	475.67	524.33	47.57%
Winterville Copy	125.00	46.10	78.90	36.88%
E-Rate Revenues	-	4,530.24	(4,530.24)	
Interest	6,000.00	-	6,000.00	0.00%
<b>Totals</b>	<b>1,854,319.00</b>	<b>878,887.24</b>	<b>975,431.76</b>	<b>47.40%</b>

### **Expenditures:**

<b>Expenditures:</b>	<b>FY2011</b>			
Outreach	44,000.00	22,000.00	22,000.00	50.00%
Wages/Benefits	1,584,524.00	690,252.60	894,271.40	43.56%
Workers Compensation	6,500.00	-	6,500.00	0.00%
Equipment Repair and Maint.	8,000.00	2,786.76	5,213.24	34.83%
Telephone	14,000.00	5,709.50	8,290.50	40.78%
Postage	6,825.00	3,225.00	3,600.00	47.25%
Travel	2,500.00	25.50	2,474.50	1.02%
Advertising	7,000.00	572.50	6,427.50	8.18%
Insurance	5,000.00	-	5,000.00	0.00%
Supplies	29,171.00	9,946.91	19,224.09	34.10%
Materials	15,000.00	13,423.21	1,576.79	89.49%
Printing and Publicity	3,700.00	1,486.00	2,214.00	40.16%
Equipment Purchase	3,899.00	-	3,899.00	0.00%
Dues/Registration	1,500.00	-	1,500.00	0.00%
Cleaning Service	11,000.00	3,715.00	7,285.00	33.77%
Lease/Rental	-	4,596.00	(4,596.00)	
Utilities	111,700.00	72,226.29	39,473.71	64.66%
	1,854,319.00	807,965.27	1,046,353.73	43.57%

**Revenues over (under) Expenditures** - **70,921.97**

	<b>Budget</b>	<b>Amount</b>		<b>% of Budget</b>
	<u><b>Amount</b></u>	<u><b>Expended</b></u>	<u><b>Balance</b></u>	<u><b>Received</b></u>
<b>State and Federal Grants:</b>				
Personnel	651,967.69	325,983.85	325,983.85	50.00%
Materials	33,343.79	11,652.23	21,691.56	34.95%
System Services Grant	111,957.31	55,978.66	55,978.66	50.00%
Talking Book Center	<u>122,229.82</u>	<u>63,016.15</u>	<u>59,213.67</u>	<u>51.56%</u>
	<u>919,498.61</u>	<u>456,630.88</u>	<u>462,867.73</u>	<u>49.66%</u>
<b>SPLOST:</b>				
	<u>130,000.00</u>	<u>46,810.23</u>	<u>83,189.77</u>	<u>36.01%</u>
<b>Total State Grants &amp; SPLOST</b>	<b><u>1,049,498.61</u></b>	<b><u>503,441.11</u></b>	<b><u>546,057.50</u></b>	<b><u>47.97%</u></b>
<b>Fund Equity ("Reserve")</b>				
Fund Equity ("Reserve") at 07/01/10	323,336.59			
<b>Less Reserved/ Identified Funds:</b>				
Vacation Liability	(156,558.91)			
One Months Operating Expense	<u>(154,526.59)</u>			
	<u>12,251.09</u>			

### Other Entrepreneurial Activities

#### Passport Revenue and Expense Statement FY2011

##### Revenues

07/01/10-12/31/10

**Total Revenues** 12,461.75

##### Expenditures

Verizon Pagers 30.56

Supplies 36.32

Printing 186.32

Metered Postage 36.20

Click and Ship Postage 1,284.33

**Total Expenditures** 1,573.73

**Net Profit Current Year** 10,888.02

**Balance in Passport Account** 237,220.32

## Athens Regional Library Outside Grants FY2011

Grantor	Grant Description	Amount
ACCL Endowment	Materials Grant Children's Literature	15,000.00
Friends of the Athens-Clarke County Library	Wish List	17,000.00
FINRA Gates Foundation	"Money Matters" Grant	94,590.00
ALA/ National Library of Medicine	Traveling Exhibit " Harry Potter's World Renaissance, Science, Magic and Medicine" Grant	1,200.00
National Endowment for the Humanities	Picturing America pictures for Pinewoods and ACCL	-
Clarke County School District	Project Horizons Storytelling Grant	9,000.00
Athens Jewish Film Festival and ACCL	"Yiddish Theater: A Love Story" Film	
E-Rate	Educational Discount on telephone grant	15,243.08
American Library Association	"Dollar General" for American Dream Grant	5,000.00
Plumb Creek Timber Company	Books for Summer Reading Club	897.00
ALSL Institute for Children's Librarianship	Atlanta Conference	1,500.00
State of Georgia Financing Commission	ACCL Construction Grant	2,000,000.00
State of Georgia Financing Commission	Madison County Construction Grant	2,100,000.00
State of Georgia Financing Commission	Royston Construction Grant	1,750,000.00
Institute of Museum and Library Science	Library Grant	343,000.00
National Endowment for the Humanities	"Picturing America" Grant	1,500.00
Georgia Humanities Council	Harriet Powers Grant	2,000.00
TOTAL		6,355,930.08

**Library Store Revenue and Expense Statement FY2011**

**Revenues**

07/01/10-12/31/10

Sales	4,926.68
Interest Revenue	232.54
<b>Total Revenues</b>	<b><u>5,159.22</u></b>

**Expenditures**

Supplies

Volunteer Promotions	119.54
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Equipment

Dues and Registrations

Travel

Sales Tax	344.87
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Bank Fees	135.00
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Library Store Cost of Goods	<u>2,214.94</u>
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<b>Total Expenditures</b>	<b><u>2,814.35</u></b>
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**Net Profit Current Year** 2,344.87

**Balance in Library Store Account** 168,176.15

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**Athens-Clarke County Library Endowment Fund, Inc.****Balance Sheet**

01/01/10 through 12/31/2010

Cash Suntrust Bank	76,896.78
Cash and money market funds - Edward Jones Investments	6,649.97
Certificates of deposit First American Bank	50,000.00
Certificates of deposit - amount invested	460,000.00
Mutual Funds - amount invested	266,500.00
<b>TOTAL</b>	<b>860,046.75</b>

Accounts Payable	
Total Liabilities and Fund Equity	860,046.75
<b>TOTAL</b>	<b>860,046.75</b>

**Edward Jones Portfolio**

Cash and money market held currently	6,649.97
Certificates of Deposits	470,818.20
Mutual Funds	270,655.76
<b>Total at Edward Jones</b>	<b>748,123.93</b>
	corresponds with
	Edward Jones Statement
Certificates of deposit amount invested	460,000.00
(loss)/gain on investment	10,818.20
Mutual Funds (Federated Max Cap Index) amount invested	266,500.00
Current Value	270,655.76
(loss)/gain on investment	4,155.76
<b>TOTAL (Loss)/Gain- Aggregate</b>	<b>14,973.96</b>

Certificates of deposit First American Bank	50,000.00
Value at maturity 12/12/10	50,975.05
(loss)/gain on investment	975.05

**Income Statement**

Wishing Well Collections	1,259.22
Donations	5,320.00
Interest Suntrust Bank	79.20
<b>TOTAL REVENUES</b>	<b>6,658.42</b>

Expenditures	
Classic Awards	25.12
<b>Revenue over (under) expenditures</b>	<b>6,633.30</b>

01/01/10-12/31/2010 11/12/2010

corresponds with  
First American Bank

Statement

**FINRA Grant Revenues Received****94,510.00**

Note: Total grant period = May 1, 2009 through December 31, 2010

**Expenditures**

Contract Labor	24,262.50
Contract Labor Tote	1,000.00
Travel	929.27
Teaching Materials	1,950.98
Postage	
Materials	6,236.20
Printing	844.47
Advertising	740.00
Speakers for Community Forums	
Booth at GLA	235.00
Supplies	82.97
Learning Express	5,666.10
<b>TOTAL</b>	<b>41,947.49</b>

**FINRA****Revenues over (under) expenditures****52,562.51****Endowment Spendable Account**Materials Purchases (not as a part of FINRA) **9,960.91**

Director's Report  
January 25, 2011  
Athens-Clarke County Library Board

The past quarter has been filled with planning and construction adventures! In November, we completed reviews of building design requirements for the Madison County Library, reviewed the drawings through a space by space analysis that looked at the location of every outlet, data element, and millwork. We also looked at roofing, plumbing requirements, and a variety of exterior issues. We spent several days reviewing the written specifications to ensure that every requirement was carefully spelled out. The interior designer, Renee Severson, met with us to look at possible uses for compact shelving, other interiors considerations and to revise space to create a Friends Office space in the facility. The outcome is that we'll also have a small genealogy and local history collection room as well. The Madison County project is being bid "on the street" now and is expected to be underway by our next quarterly meeting. This project will enable the library to remain open and operational during all phases of construction except when a new HVAC unit is being installed and power must be turned off. This project is a partnership between the State of Georgia, the Athens Regional Library System and the Madison County Commissioners and will add approximately 7500 square feet to a 10,000 square foot facility. The community benefits include a new computer center, large modern children's area, more public meeting space, and additional shelving.

The Athens project is also moving towards a public bid later this Spring. The renovated and expanded facility will grow to 83,000 square feet with more technology, expanded children's services, a new 250 seat auditorium that can be divided into 3 smaller areas, more public computers, and a totally renovated building with new paint, carpet and some upholstery. We have been meeting, often twice weekly, with the SPLOST representative, Keith Sanders and Steve Wilson from the architect's office. Much the same process has been followed with Keith and Steve, but in much more detail because of the intricacies of the existing building.

The best possible news for the Athens Library is that the SPLOST passed on November 2, ensuring a continuing source of revenue for new books and library materials for the next 9 years. This was a more contentious SPLOST, but it passed with a 61% positive vote. Also included was a Materials Handling Unit for the Athens Library construction project and other energy savings equipment. Franklin County also passed a SPLOST that included \$45,000 for each library there. During the next four years, the Library Board will embark on a planning process that will culminate in a proposal for significant upgrades to the Lavonia Library [which is celebrating its 100<sup>th</sup> anniversary this year] and we'll hope for materials to be included as well.

With the news of the National Leadership Grant for collaborative projects between the Library and Lyndon House Arts Center targeting baby boomers, and its start date of October 1, I was able to interview many qualified applicants for project coordinator and hired Madeline Darnell. Madeline once was an art educator with the LHAC and has jumped in to get the project moving along. Housed at the Library, she is making contacts

to create an Advisory Board, plan several projects, and get the structure for reporting and evaluation underway. As a highlight of this proposal, we are determined to develop access to programs through many formats. For instance, we've purchased a Cisco WebEx system that will enable us to broadcast live events as well as archive them for later viewing via a computer. We hope to begin training for this in February. One of our board members is skilled in distance education and he has suggested several approaches to offering programming for the public that will be self-designed and delivered. This is definitely going to be a learning experience! Milton Leathers has agreed to work with us to develop a series of community chats about the history of Athens. We're also working on a series of programs about the Civil War [150<sup>th</sup> anniversary begins this year].

We cooperated with the Pharmacy School to offer counseling on the new Medicare Part D requirements, with professors and students meeting people who had questions about this program in Athens, Danielsville and Oconee County. This was very successful and brought people to the library who had not been here before.

We are also working with Leisure Services, the Athens Creative Theater, and the University of Georgia to develop a proposal for the Big Read, where everyone in the community reads and discusses a particular book or author. We're looking at Edgar Allan Poe and the Theater is considering developing a 30 minute stage presentation. The deadline for the application is in April.

The Director's meeting was held in Savannah in December and focused on possible budget reductions anticipated from Governor Deal. At this time, the budget cuts he proposed were actually somewhat less than the worst case scenario. However, there remain several legislative hurdles.

1. Only 1 library construction project was included in the bond budget, Twiggs County. We are asking our legislators to get Royston included. As we know, an influential legislator [last year it was Ralph Hudgens, the year before it was Bill Cowser] can accomplish miracles! The Royston representatives and the Mayor will join me for Varsity Hot Dog Day on Jan. 27 at the Capitol to present our case. This project requires \$1.5 million from the state with local funding coming from a bequest and City of Royston funding. The Library and City Hall will "trade spaces" to enlarge both services.
2. Budget cuts will continue to eat into regional services. Our long-time courier, Bob Painter, has decided to retire. We are looking at ways to continue to reduce costs yet maintain the current level of this service which is so essential to meet the reading needs of our public.
3. The Materials Grant is also in jeopardy of declining again. Thankfully, with SPLOST and Friends support, we have been able to maintain our purchasing power and keep new books coming into our libraries. I believe we should make a strong plea for local donations and gifts in the next quarter.

During the next quarter, we'll be focused on budgets for the region, will know what the final decisions are for fiscal year 2012, and will have 2 construction projects underway. In the meantime, we also will be saying goodbye to Mary Jean Hartel, our Young Adult

librarian, and to Bob Painter, our courier, both of whom will be retiring. We greatly appreciate the work of these staff members. Others may be reassigned to other locations during construction. These plans will be firmed up in the next few weeks. Athens will enjoy up to a 2/3 reduction in space at times during the project and we are working to plan alternative work locations.

The Regents Public Library Advisory Committee is working to develop priorities for state funding. A small group will meet with ACCG, Association of County Commissioners of Georgia, to talk about the Maintenance of Effort requirements. The county commissioners oppose the requirement that Georgia funding rules state that a library system must maintain an equal or greater level of local funding to receive state funding. Their contention is that the state can reduce funding of libraries during economic downturns, and counties or other funding bodies should be able to do the same. If this rule had not been in place, there would have been several times in the past where our local funding would have been in jeopardy.

RPLAC is also looking at the salary schedules. For years, librarians have been under the Georgia Teacher Payscale. Last year, during the first reduction phase, librarians were removed from this payscale by the state library, and the step increases and experience credits were eliminated. This year, the group has been asked to look at the increases tied to advanced degrees. We currently have 3 employees with the 6<sup>th</sup> year degree obtained when there was the implication that if you got this degree, you were entitled to an automatic increase as teachers are. A 4<sup>th</sup> employee is in the process of completing the requirements. A PhD would also be negated under this proposal. I am opposed to this proposal because that sixth year degree has been invaluable to me personally and I think others who enrolled in the program would also agree. For most of us, it had been at least 20 years since we completed the master's degree and technology in particular had changed libraries. Participating in the program enabled us to move forward with new ideas and skills. I also believe that eliminating the payscale will hurt recruiting of new employees; public libraries had been able to compete for the best qualified staff with schools and academic institutions.

A study committee has finally finished its review of Talking Book Centers in Georgia. They have recommended consolidation of services into six locations and to centralize distribution of the physical books. This is something I've supported for the last 10 years and am glad that they have finally made this recommendation. What does it mean for us? The TBC will close on April 1 with all green [CDs] and blue [digital recordings] being sent to a centralized distribution center located at the state archives. Our staff will become outreach and reader's advisory specialists working with service providers for the blind to educate people about the talking books program and advisors about what people would like to read. Circulation of the various formats required a tremendous amount of time; this changes with the elimination of this requirement. The staff will be on the road making those contacts to providers and potential users more than in the past. I have switched the TBC to our Outreach program as a part of the reorganization and consolidation of staff and Donna Brumby will oversee the outreach function which we think can be tied in to our regional services to contact people who cannot use traditional

library services. Our service district grows to include the 9 counties currently being served by the Augusta Regional Library, and to add Newton County, for a total of 31 counties. We are meeting tomorrow with representatives from the State Library to discuss expectations and funding, both key to any reorganization effort. I anticipate that one of the three employees may need to be reassigned. I have asked the State Library to fund a vehicle purchase to ensure that we have a way to visit all 31 counties as well! Some states have no subregional libraries or outreach service points, focusing all of the service at the State Library. Our reorganization is likely an interim step as funding for this service tightens as well.

This remains a great time to be in public libraries! The budgets are challenging, our services are continually changing, and construction projects will be interesting. Our virtual services continue to grow—last year for the first time, we had 770,000 people who physically visited the library but we had nearly 2 million visitors to our web pages. People are discovering downloadable audio and ebooks, using Galileo more frequently, and borrowing books from other libraries in significant numbers. In-library computer use continues to be strong and we see many participants in our classes throughout the region. As Athens works on the building project, we will be building a stronger virtual presence so that the public has access to accurate information.

Happy New Year! Check out our new books, download an audio book, enjoy a digital story or database. Read, Read, Read!

Coming before the legislature this year is C-SPLOST, the cultural SPLOST. It narrowly missed being passed last year, mainly because they didn't have their ducks in a row for cross-over day. One of my legislators is involved and is very confident it will pass.

What is C-SPLOST you ask? The legislation focuses on a long-term dedicated revenue stream that would support arts and culture that counties could opt into through a locally approved referendum. Similar models have been effective in Denver, Salt Lake City and throughout Minnesota. Some of the highlights of the legislation:

1. Divide a penny sales tax – ie, the referendum could be for half a cent or two thirds of a cent or any other part of a penny, or the entire penny.
2. Locally determine how to divide up said penny in ways that will improve the quality of life and increase access for all residents (think libraries here)
3. A minimum of 55% of  $1/10^{\text{th}}$  of a penny must be allocated to arts and culture (hence the C in C-SPLOST)
4. Is designed to be a 10 year cycle.

If you take Chatham County as an example, 55% of  $1/10^{\text{th}}$  of a penny would be \$3.2 million dedicated to arts and culture annually. The rest of the penny is then up for grabs. Realizing that arts and culture alone probably can't win a general referendum, they would partner with the library. We would want a little less than a tenth and a half of a penny which equates to \$8 million annually. At this point, the referendum is only up to  $2/10^{\text{th}}$  of a penny – should be an easy sell. Arts and culture groups get dedicated income, the library has its operating funds, with some wiggle room, and we're moved off the tax digest so the county has money to reallocate! A win-win-win.

The Coalition, Georgia Communities for Growth (GCG), formerly known as Friends of Arts and Culture are leading the charge. The legislation is sponsored by Rep Ron Stephens. Both the GCG and Rep Stephens believe public libraries are an ideal partner. While they are calling it the C-SPLOST, they are really aligning it with economic development; libraries are a perfect fit.

Christian

Christian Kruse  
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Live Oak Public Libraries  
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Savannah, GA 31401  
[www.liveoakpl.org](http://www.liveoakpl.org)  
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912.652.3601

## Athens-Clarke County

	<b>2006</b>		<b>2007</b>		<b>2008</b>		<b>2009</b>		<b>2010</b>	
Local Gov. Funds	\$1,599,019.00		\$1,722,190.04		\$1,685,882.00		\$1,763,204.00		\$1,831,802.00	
Local Dollars Per Capita	\$16.88		\$17.17		\$16.64		\$17.24		\$15.59	
ARLS Average	\$9.27		\$9.19		\$10.21		\$10.12		\$9.49	
State Average	\$17.11		\$18.45		\$19.00		\$18.47		\$16.54	
Population	111,524		113,457		115,154		116,342		117,485	
Attendance	627523	5.63	654861	5.77	691451	6.00	764,258	6.57	731667	6.23 visits per capita
Registered Patrons	46034	41.28%	44398	39.13%	48892	42.46%	55,192	47.44%	57,975	49.30%
ARLS Average	13834	27.80%	13822	27.94%	15082	29.84%	17352	34.62%	18539	36.31%
Reference Questions	96370	0.86	103711	0.91	97317	0.85	104,377	0.90	167058	1.42 per capita
Children's Circulation	221113		197165		193053		206,614		220218	
Circulation/Per Capita	667443	5.98	704272	6.21	759374	6.59	802,359	6.90	801944	6.8
ARLS Average	198977	3.83	209008	3.91	229157	4.27	248491	4.71	249525	4.59
State Average		4.63		4.46		4.70		5.06		4.68
# Programs: Adult/YA/Juv	1269		2375		2041		2,080		1733	
Program Attendance	39908	31	53230	22	54009	26	43,949	21	52907	30 people per program
Volunteers	341		1791		2160		1,525		2517	
# Volunteer hours	5177	15.18	7543	4.21	9973	4.62	7,679	5.04	14442	5.7 hrs per volunteer
Collection size/Per cap.	228484	2.05	216085	1.90	233345	2.03	214,166	1.84	246691	2.1
ARLS Average	75199.4	1.66	72011.2	1.61	78406.4	1.70	72293.2	1.58	78909	1.59
State Average		1.88		1.86		1.90		1.89		1.83

**Athens-Clarke County Libraries****FY11****Circulation****Athens**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>	<b>FY2011</b>
July	56,744	63,279	62,210	60,265
August	49,007	53,537	56,761	55,459
Sept.	45,344	51,046	55,161	53,941
October	49,665	50,792	55,013	53,452
November	45,154	49,973	53,444	44,405
December	39,751	45,163	46,544	45,129
January	48,729	51,868	50,956	
February	47,359	50,294	50,226	
March	49,770	53,301	55,133	
April	48,944	50,203	47,111	
May	51,410	54,656	54,461	
June	62,009	66,218	65,210	
<b>TOTAL</b>	<b>593,886</b>	<b>640,330</b>	<b>652,230</b>	

**E.Athens**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>	<b>FY2011</b>
July	1119	1,656	671	361
August	750	805	352	442
Sept.	579	977	441	446
October	1030	777	260	561
November	433	417	281	129
December	649	451	188	460
January	590	332	284	
February	405	466	235	
March	734	548	430	
April	782	668	337	
May	1,064	443	361	
June	1,602	698	425	
<b>TOTAL</b>	<b>9,737</b>	<b>8,238</b>	<b>4,265</b>	

**Pinewoods**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>	<b>FY2011</b>
July	1821	1,564	1,958	1,987
August	1988	1,878	2,033	1,776
Sept.	1675	1,543	2,185	1,912
October	1451	1,835	1,650	1,786
November	2406	1,938	1,813	1,527
December	1148	1,250	1,773	1,821
January	1934	2,127	1,664	
February	2229	2,082	1,590	
March	2367	1,368	1,867	
April	1439	1,003	1,862	
May	1544	1,484	1,578	
June	1231	1,974	2,028	
<b>TOTAL</b>	<b>21233</b>	<b>20,046</b>	<b>22,001</b>	

**Lay Park**

	FY 2008	FY 2009	FY2010	FY2011
July	1596	1,130	1,499	695
August	1022	990	465	683
Sept.	1068	1,056	564	798
October	939	1,154	268	547
November	965	541	396	628
December	731	935	375	515
January	650	956	524	
February	843	816	667	
March	1,182	903	711	
April	1,144	1,134	451	
May	1,157	1,343	720	
June	1,948	2,102	691	
<b>TOTAL</b>	<b>13,245</b>	<b>13,060</b>	<b>7,331</b>	

**Winterville**

	FY 2008	FY 2009	FY2010	FY2011
July	1,536	1,874	1,931	1,624
August	1,226	1,491	1,491	1,807
Sept.	1,219	1,728	1,936	1,668
October	1,296	1,736	1,636	1,390
November	1,179	1,575	1,598	1,391
December	1,190	1,266	1,593	1,186
January	1,282	1,605	1,453	
February	1,187	1,595	1,381	
March	1,237	1,737	1,638	
April	1,158	1,859	1,531	
May	1,686	1,760	1,407	
June	2,128	2,036	2,141	
<b>TOTAL</b>	<b>16,324</b>	<b>20,262</b>	<b>19,736</b>	

**Bookmobile/Outreach**

	FY 2008	FY 2009	FY2010	FY2011
July	547	477	258	72
August	284	613	122	0
Sept.	435	490	223	0
October	520	339	140	0
November	580	454	137	0
December	324	197	203	0
January	538	108	164	
February	506	349	272	
March	487	160	86	
April	420	106	227	
May	301	227	185	
June	555	117	231	
<b>TOTAL</b>	<b>5,497</b>	<b>3,637</b>	<b>2,248</b>	

**Overdrive****Athens**

	<b>FY 2009</b>	<b>FY2010</b>	<b>FY2011</b>
July	159	453	698
August	163	481	667
Sept.	143	415	591
October	238	420	628
November	254	576	685
December	270	589	643
January	281	534	
February	284	425	
March	307	610	
April	290	522	
May	323	637	
June	389	648	
<b>TOTAL</b>	<b>3101</b>	<b>6310</b>	

**Pinewoods**

	<b>FY 2009</b>	<b>FY2010</b>	<b>FY2011</b>
July	4	2	0
August	3	1	0
Sept.	0	6	0
October	0	0	8
November	2	3	7
December	4	0	7
January	0	0	
February	0	0	
March	0	0	
April	8	0	
May	0	0	
June	5	0	
<b>TOTAL</b>	<b>26</b>	<b>12</b>	

**Winterville FY2010 FY2011**

July	0
August	0
Sept.	5
October	10
November	7
December	1
January	
February	
March	
April	3
May	3
June	2
*	8

**East Athel FY2010    FY2011**

July	0
August	0
Sept.	0
October	0
November	0
December	0
January	
February	
March	3
April	5
May	1
June	0
<b>TOTAL</b>	<b>9</b>

**Attendance****Athens**

	FY 2008	FY 2009	FY2010	FY2011
July	62,340	72,340	61,870	57,373
August	62,802	82,419	59,571	55,459
Sept.	52,018	52,025	54,143	48,893
October	59,424	54,947	51,658	52,556
November	49,652	55,018	55,179	44,405
December	45,935	52,117	50,831	41,446
January	41,557	51,918	61,289	
February	54,622	50,219	57,375	
March	56,050	54,638	62,860	
April	53,646	60,183	54,715	
May	51,760	60,425	58,813	
June	58,287	68,267	67,770	
<b>TOTAL</b>	<b>648,093</b>	<b>714,516</b>	<b>696,074</b>	

**E. Athens**

	FY 2008	FY 2009	FY2010	FY2011
July	449	718	408	384
August	447	470	209	374
September	309	528	345	424
October	455	503	196	483
November	184	552	299	265
December	274	407	256	250
January	453	472	307	
February	367	629	292	
March	429	682	394	
April	451	697	266	
May	508	432	327	
June	562	562	515	
<b>TOTAL</b>	<b>4888</b>	<b>6652</b>	<b>3,814</b>	

**Pinewoods**

	FY 2008	FY 2009	FY2010	FY2011
July	1,699	2,199	1,796	1,537
August	1,703	1,806	2,326	1,909
Sept.	1,717	2,115	2,504	2,150
October	1,853	2,271	2,170	2,176
November	1,903	1,985	2,620	1,718
December	1,435	1,645	2,087	1,403
January	1,951	2,760	1,886	
February	*1853	1,952	2,508	
March	2,031	2,186	2,589	
April	2,278	885	2,636	
May	1,746	980	2,109	
June	2,070	2,091	3,001	
<b>TOTAL</b>	<b>8,125</b>	<b>22,875</b>	<b>28,232</b>	

**Lay Park**

	FY 2008	FY 2009	FY2010	FY2011
July	1108	908	1,159	940
August	802	683	485	592
Sept.	1007	898	860	991
October	944	1092	460	677
November	800	837	561	48
December	22	779	487	662
January	35	837	543	
February	804	872	749	
March	1111	910	1,007	
April	1092	1,195	793	
May	1017	922	645	
June	109	1,289	150	
<b>TOTAL</b>	<b>8851</b>	<b>11,222</b>	<b>7,899</b>	

**Winterville**

	FY 2008	FY 2009	FY2010	FY2011
July	765	754	851	1,158
August	567	684	759	1,030
Sept.	671	755	762	1,111
October	769	785	711	923
November	637	787	724	759
December	407	545	657	639
January	500	742	754	
February	540	688	708	
March	568	824	888	
April	539	791	813	
May	581	745	752	
June	836	893	1,092	
<b>TOTAL</b>	<b>7,380</b>	<b>8,993</b>	<b>9,471</b>	

**Computer Use****Athens**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>	<b>FY2011</b>
July	20,299	20,200	22,287	22,914
August	19,284	20,249	22,451	22,130
Sept.	16,790	19,987	20,743	20,849
October	18,673	19,805	20,922	25,358
November	16,160	19,667	20,193	24,023
December	14,807	20,267	19,939	20,811
January	18,114	21,315	19,282	
February	17,514	19,474	18,596	
March	16,256	20,867	21,693	
April	17,887	21,159	20,145	
May	18,899	20,701	19,122	
June	20,706	23,459	23,714	
<b>TOTAL</b>	<b>215,389</b>	<b>247,150</b>	<b>249,087</b>	

**E. Athens**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>	<b>FY2011</b>
July	217	351	274	204
August	214	226	151	205
Sept.	125	241	245	206
October	214	235	112	215
November	100	113	192	158
December	140	323	176	142
January	228	199	187	
February	174	237	161	
March	204	241	236	
April	233	256	182	
May	244	296	206	
June	305	329	283	
<b>TOTAL</b>	<b>2398</b>	<b>3,047</b>	<b>2,405</b>	

**Pinewoods**

	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY2010</b>	<b>FY2011</b>
July	1418	1,764	623	1,171
August	855	1,322	736	1,046
Sept.	1338	1,676	796	1,145
October	1403	1,767	819	2,066
November	1513	1,462	581	748
December	1122	1,291	597	874
January	1580	1,426	825	
February	*1403	1,566	859	
March	1558	1,708	1,273	
April	1716	563	1,403	
May	1297	594	1,740	
June	1634	848	1,702	
<b>TOTAL</b>	<b>6205</b>	<b>15,987</b>	<b>11,954</b>	

**Lay Park**

	FY 2008	FY 2009	FY2010	FY2011
July	189	204	293	218
August	190	202	116	180
Sept.	172	277	194	206
October	169	304	91	181
November	131	210	132	13
December	5	218	176	331
January	13	210	103	
February	191	184	147	
March	326	275	337	
April	338	354	298	
May	290	380	267	
June	17	235	150	
<b>TOTAL</b>	<b>2031</b>	<b>3,053</b>	<b>2,304</b>	

**Winterville**

	FY 2008	FY 2009	FY2010	FY2011
July	283	255	279	302
August	224	225	224	277
Sept.	217	248	320	277
October	246	209	302	247
November	172	245	285	233
December	135	209	254	224
January	164	260	275	
February	209	197	208	
March	209	417	288	
April	193	259	287	
May	193	240	296	
June	242	284	307	
<b>TOTAL</b>	<b>2487</b>	<b>3,048</b>	<b>3,325</b>	



January 24, 2011

Kathy Ames  
Athens Clarke County Library  
2025 Baxter Street  
Athens, GA 30605

Ms. Ames:

In trying to provide the library with an option to better facilitate the renovations, we have some rough numbers on the cost to occupy 19,371 square feet in the two Dickens Buildings located at 1865 West Broad Street and 1155 Dearing Street extension. We believe this may be cost effective for the library by speeding construction, minimizing liability and maximizing the safety of the public and workers. Please note that the numbers given are rough estimates that will need to be adjusted as details are determined.

When looking at our cost numbers, we encourage the board to subtract from our estimates, the savings in construction cost and liability insurance incurred should the library choose to remain open during this time frame. Another important factor to consider, would be the potential safety concerns of your staff and the public should you remain in the library while under construction.

The numbers listed below show estimated costs for the library for 18 months of occupancy in the 19,371 square feet of the Dickens buildings. Should the board determine it needs less space or time of occupancy, the numbers will obviously be reduced. To aid in your decision making, we have listed the numbers as a gross number for the 18 months, an annual per square foot cost and a monthly cost.

	High End Estimate	Low End Estimate
Total for 18months Occupancy	\$542,262.75	\$432,262.75
Annual per SF	\$18.66	\$14.88
Monthly	\$30,125.71	\$24,014.60

You will notice that the high and low estimated costs vary by a large amount. The only factor that is increasing the cost is amount of construction, or demolition, done to the existing space. We believe that the low end estimate can be achieved by some modifications to the initial plans, thereby minimizing cost and still allowing the library to function as needed.

We believe that this proposal is simply a first step in attempting to provide the board with a potential solution to the difficult time ahead. We look forward any suggestions you may to improve the plans, and hope to be working with you soon.

Sincerely,

A handwritten signature in black ink that reads "Sloane Nichols".

Sloane Nichols  
Nichols Land & Investment Company

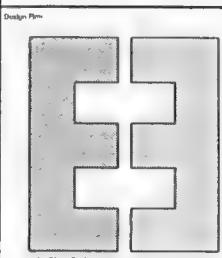
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DICKENS BLDG.  
FEASIBILITY STUDY  
FOR THE  
ATHENS REGIONAL  
LIBRARY RENOVATION



TOTAL SQUARE FOOTAGE: 8,449 S.F.



ARCHITECTURE  
196 ALPS RD SUITE 2 PMB 174  
ATHENS, GEORGIA  
PH: 706.372.6273  
FAX: 888.533.6946

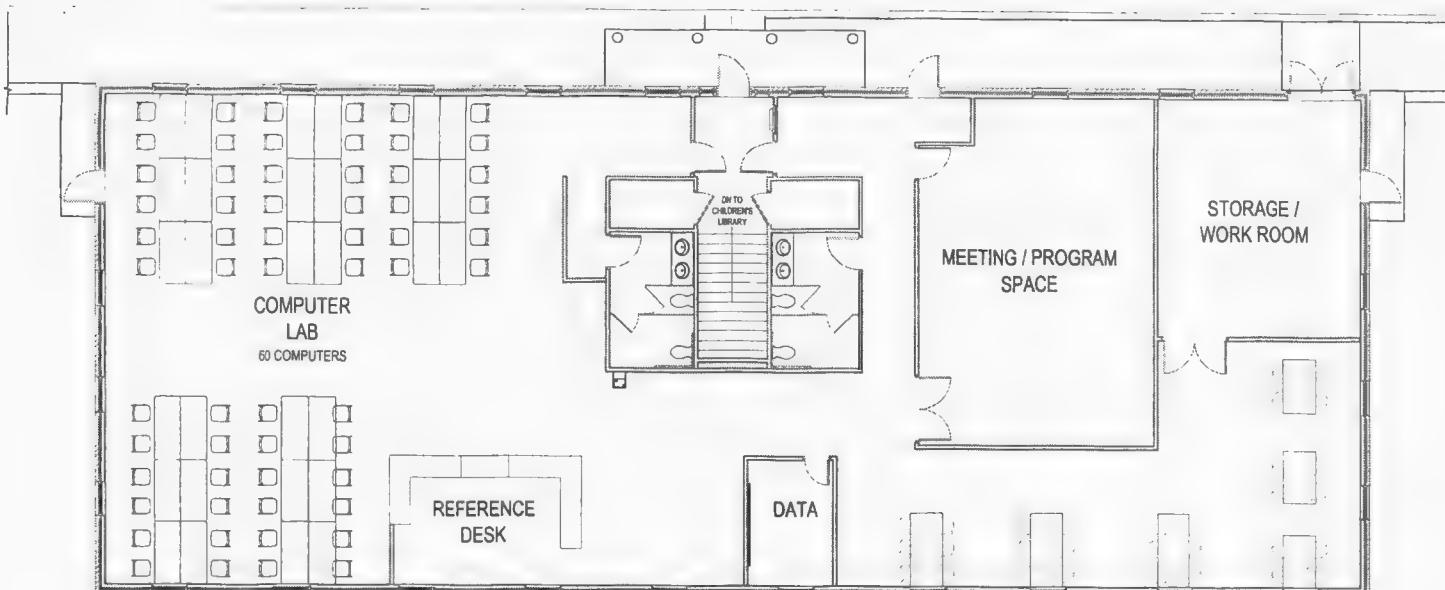
Drawing Title

BUILDING A  
GROUND FLOOR

Date:	1-10-11	Project ID:
CAD File Name:		2011-01
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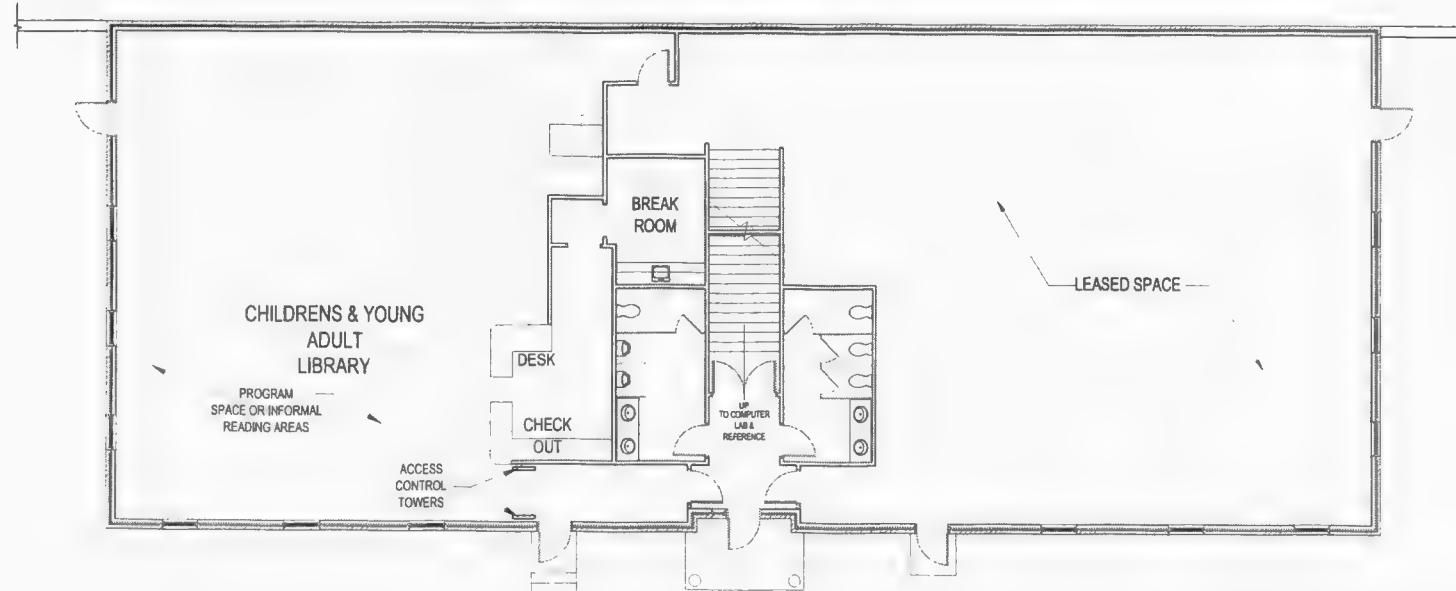
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A-1



1 UPPER FLOOR PLAN  
1/8" = 1'-0"

TOTAL SQUARE FOOTAGE: 5,512 S.F.

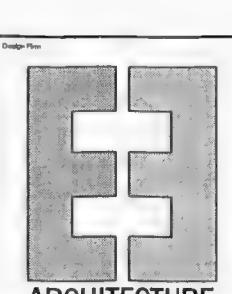


2 LOWER FLOOR PLAN  
1/8" = 1'-0"

TOTAL SQUARE FOOTAGE: 2,245 S.F.

No.	Date	Issue Notes
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**DICKENS BLDG.  
FEASIBILITY STUDY  
FOR THE  
ATHENS REGIONAL  
LIBRARY RENOVATION**



**BUILDING B  
FLOOR PLANS**

Drawn:	1-10-11	Project ID:	2011-01
CAD File Name:			

Drawing No.: A-3

No. Date Issue Notes

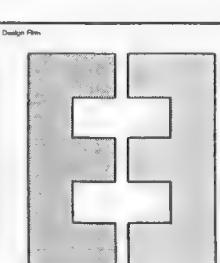
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DICKENS BLDG.  
FEASIBILITY STUDY  
FOR THE  
ATHENS REGIONAL  
LIBRARY RENOVATION



1      UPPER FLOOR PLAN  
1/8" = 1'-0"

TOTAL SQUARE FOOTAGE: 3,165 S.F.



ARCHITECTURE  
196 ALPS RD SUITE 2 PMB 174  
ATHENS, GEORGIA  
PH: 706.372.6273  
FAX: 888.533.3946

Drawing #A-2	
BUILDING A UPPER FLOOR	
Date 1-10-11 CAD & Be Name Drawing No.	Project ID 2011-01
A-2	

ATHENS-CLARKE COUNTY LIBRARY COMMITTEES 2011

**EXECUTIVE COMMITTEE**

Cecil Bentley, Chairman  
Dennis Hopper, Vice Chairman  
Anjanette Williams, Treasurer  
Regional Library Board Members: Ann Dunn, Fran Lane, John Timmons, Svea Bogue

**FINANCE COMMITTEE**

Anjanette Williams, Chair  
Charles Kauderer  
John Timmons  
John Gaither  
William Prokasy

**PERSONNEL COMMITTEE**

Ann Dunn, Chair  
William Prokasy  
Warren Flick  
Dennis Hopper

**POLICY ISSUES COMMITTEE**

Charles Kauderer, Chair  
Cecil Bentley  
Warren Flick  
Svea Bogue  
Bobbie White

**BOOK ACTION COMMITTEE**

Sean Boyle, Chair  
Wally Eberhard  
Brandon Patten  
Sean Boyle  
Janet Geddis

**PUBLICITY COMMITTEE**

Wally Eberhard, Chair  
Cecil Bentley  
Sean Boyle  
Janet Geddis

**FRIENDS LIAISON COMMITTEE**

Sean Boyle

**SPLOST BUILDING/GROUNDS COMMITTEE**

Anjanette Williams, Chair	Ann Dunn
Fran Lane	John Gaither
Svea Bogue	Dennis Hopper
John Timmons	

**ENDOWMENT LIAISON**

Svea Bogue  
Brandon Patten

Chairman and Director are Ex-officio members of all committees and should be notified of all meetings. All meetings shall conform to Open Meetings requirements.

**ATHENS-CLARKE COUNTY, GEORGIA**

**FY12**

**OPERATING BUDGET PREPARATION INSTRUCTIONS AND FORMS  
FOR INDEPENDENT AGENCIES  
(JULY 1, 2011 - JUNE 30, 2012)**

**FY12 BUDGET REQUESTS ARE DUE:  
THURSDAY, JANUARY 13, 2011**

**PLEASE DELIVER OR MAIL REQUESTS TO 375 SATULA AVENUE  
FINANCE DEPARTMENT - MANAGEMENT & BUDGET  
706-613-3685 ext. 2019**

## REQUEST FORM 1

INDEPENDENT AGENCY BUDGET REQUEST  
SUMMARY OF REQUESTSAGENCY NAME: Athens-Clarke County LibraryPART I: ATHENS-CLARKE COUNTY FUNDING

	FY10 <u>ACTUAL</u>	FY11 <u>BUDGET</u>	FY12 <u>AGENCY REQUEST</u>	FY12 <u>MAYOR RECOMMEND</u>	FY12 <u>COMMISSION APPROVED</u>	FY13 <u>AGENCY REQUEST</u>
ATHENS-CLARKE COUNTY FUNDING	\$1,676,219	\$1,676,219	\$1,676,219	\$0	\$0	\$1,709,743

WHAT PERCENT OF YOUR TOTAL PROGRAM PARTICIPANTS ARE ATHENS-CLARKE COUNTY (A-CC)  
RESIDENTS? 78 %WHAT PERCENT OF YOUR TOTAL PROGRAMS/SERVICES ARE DELIVERED TO A-CC RESIDENTS ONLY? 100 %PART II: FY12 MISSION/GOALS  
(Expand space as needed)

## Part II: FY12 Mission/Goals

The MISSION of the Athens-Clarke County Libraries is to serve the community as a resource center by providing access to library programs, services, materials, and technology which satisfy educational needs, assist in reaching educational goals, and promote the creative use of leisure time. The Library System headquarters is on Baxter Street with branches located at Lay Park and East Athens Community Centers, Winterville, and Pinewoods Mobile Home Park. Unstaffed service outlets are at Sandy Creek Nature Center and Lyndon House Arts Center. In difficult economic periods, library use increases dramatically as reflected in our computer usage, magazine use, books borrowed, participation in community programs and attendance. As requested, we are proposing no increase to our budget and we pledge to continue service to all residents.

Goals for FY12

The Library remains one of the most trafficked facilities in the county. With over 1800 people visiting the Library on an average day, we offer valuable services to the public. People come for various reasons, and our Customer Satisfaction Survey, conducted annually, shows a 94% satisfaction rate. Users value our services and rate our staff assistance at consistently high levels. As might be expected, people requested more hours, more books and e-books, and more computers.

1. Because we anticipate the construction and renovation project to begin this Spring, the Library will initiate several changes in service. Our emphasis will continue to be on Lifelong Learning for all. Family Literacy will focus on services for children and their families, offering a wide range of programs and reading events. Success in school is predicted by early literacy activities beginning prior to school attendance. The library is committed to helping build Twenty-first Century literacy skills to provide a solid foundation for long term success. This includes early childhood through lifelong learning, teaching new technology skills to increase employability and find jobs. During the construction process, we will provide additional outreach to those unable to visit the library and provide alternative programming at various sites in the county. Our programs at low income daycare centers will provide children, who are unable to visit a library because of transportation or parent job requirements, with the library experience of enjoying picture books and story hours.
2. As a part of our Lifelong Learning emphasis, the Library will continue to offer computer access, assistance with job applications which often must be submitted only online, and our computer skills programs. We anticipate that over 60,000 people will use our computers each month to access information during FY2012. Learning the technological skills that are required to complete in this economy is an essential skill. Our wireless access continues to grow with 1700 logins per month. Computer use continues to grow as the unemployment crisis continues. The most important computer service, however, is our knowledgeable and helpful staff.

3. The Library will initiate a virtual Reference Service using social media and online pathfinders to assist those patrons who cannot come to the facility. During construction, we anticipate disruption of services and limited parking, so we will develop a stronger use of electronic media to communicate with those who need up to date information. One of the most popular social media uses is our "Today in Athens History" posting which provides interesting topics about past events in Athens-Clarke County. Reference questions using online "chat" media will help provide quick and accurate information.
4. One of our roles will be to educate the public about sustainable energy practices and techniques for the home and office. Because our LEED facility will include several energy efficiencies, we plan to provide displays and information about green building. We will purchase materials to address this topic and display samples of various techniques. This is of great interest to residents who have asked many questions about how to make existing properties energy efficient as well as those who have requested information about solar and wind power.
5. The Library will provide easily accessed resources to those in need including new immigrants, those who are jobless, and at risk youth. Our Pinewoods Library will continue to offer ESL and GED classes for new immigrants through a partnership with Athens Tech; our technology staff will help to provide access to the under- and unemployed citizens needing new skills; and special young adult programming will be offered in conjunction with the schools to encourage at risk youth to stay in school and develop their employability skills. In addition, we partner with Meals on Wheels to provide books to the elderly and disabled; and we provide a storyteller program at the Homeless Shelters under a grant from the Clarke School District.
6. Partnerships within the community continue to help build awareness of the Library. Our on-going partnership with Lyndon House Arts Center enabled us to receive a National Leadership Grant from the federal Institute for Museum and Library Services. This grant of \$343,000 enables us to target Baby Boomers by developing services and programs in cooperation with other agencies in the community. Our goal is to continue to build partnerships to support not only this grant but to build awareness of our services. We will form five new partnerships during the coming year.
7. Finally, the Library will provide the books and materials sufficient to meet patron needs. Families facing tough economic realities need the educational and entertainment materials the Library offers. For many people, finding those items remains the number one function of the Library. In our surveys, people continually cite the need for more titles as their number one issue. They expect the Library to provide the newest materials in the newest formats as well as having a retrospective collection of the world's great books. To provide access to downloadable audio materials, the Library joined a consortium and we are now providing some e-books. The growth of e-books will continue as more people acquire digital readers, but many people continue to prefer standard books.

While we anticipate that FY2012 will bring major changes in the facility's exterior and some chaos to the services offered, our programs will continue to meet community needs for information, recreation and education. Outreach will continue to grow this year as we provide more programs outside the walls of the Library including financial literacy [Our Money Matters program has requests for more presentations than we can schedule!], digital literacy, Twenty-first Century skills, and lifelong learning opportunities. The public library is a core service and a true partnership that definitely improves the quality of life for all Athens-Clarke County residents.

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**PART III: FY12 SERVICES/PROGRAMS**  
(Expand space as needed)

The Athens-Clarke County Library shares the Baxter St. facility with the headquarters of the Athens Regional Library System. Even though these separate institutions have common goals, their services, funding and support are independent of each other. The Athens-Clarke County Library's purpose is to provide materials and information for the people who live, work or attend school in the county. These services include active children's and young adult programs; adult services including special programming, reference and computer services; the Heritage Room, and circulation services.

The Athens-Clarke County Library serves as administrative headquarters for library services for the Athens Regional Library System, a 5-county region including Clarke, Franklin, Madison, Oconee and Oglethorpe. The Regional System receives state grants to support system services including grants for 7 librarian salaries, system services grant that covers the cost of outreach, courier services, and other systemwide administrative expenses; and a materials grant. Each county contributes toward the cost of services for the administration of the system. This information is attached as a part of the notes section. This partnership ensures that Clarke County has the best possible return on their investment. [See the valuation model]

***This budget request is solely for the programs and services of the Athens-Clarke County Libraries; state grants and funding from the other counties combine to support regional services which also directly benefit Athens-Clarke County residents.***

As noted in the Athens Banner Herald, the Library is the second most visited facility in the county, surpassed only by Georgia Square Mall. Nearly 2000 people per day visit the Library and they have high expectations of our staff, the facility, our computer equipment and the environment. Our budget request reflects those expectations. Providing outstanding library service requires a combination of local, state, federal and private support. Our services support the county's quality of life, economic development and educational goals.

1. **The Youth Services Team** provides services to children and families throughout the county and includes such diverse offerings as baby and toddler story times, bedtime stories, *Family Place* Parent-Child workshops, the summer reading program, after school programs for teens, *Afterhours @ the Library* teen coffee house, and other activities for the youth of the county. Turn-over has impacted service this past year with both full and part time employees leaving for better paying positions. Employees must be creative, energetic, intelligent and computer savvy in addition to many other specific skills. The learning curve is steep and the cost of retraining is high. A "living wage" would help retain talented workers instead of flight to other areas of the job market; it would also contribute to an experienced, dedicated and capable staff which affect the quality of Athens as a place to grow.

**Specific Goals for 2012:** Increase the number of young children participating in family programs by 5%; increase number of young adults participating by 5%.

**Percent of ACC budget dedicated to Youth Services:** 30 %

**Other funds:** 2 state paid librarians and 30% of the materials budget.

**Federal funds:** \$3000 for Summer Reading Program materials in 5 locations [Athens, Winterville, Pinewoods, East Athens, Lay Park]

**Friends of the Library:** \$2050 for Summer Enrichment Programs

2. **The Information and Technology Team** provides residents with accurate and up-to-date materials to meet their information and reading needs. Information is provided in several formats including books, Internet sources and computer databases. Team members answer over 125,000 questions annually. The team also is responsible for grant writing, development of adult events such a *Live! @ the Library*, Brown Bag lunch discussions and book discussion clubs; and for planning other cultural events. The Heritage Room, also a part of the Information Services

Team, assists with local history and genealogy questions. Computer Operations, a part of this team, maintain 155 public access computers and has offered over 268,000 computer sessions for the public, including regularly scheduled classes which have been well attended. All facilities now offer wireless access to the internet.

**Specific Goals for FY2012** include upgrading network infrastructure to Gigabit speed by replacing older switches and wiring; we hope to add more direct training for people seeking to learn more about computers by having drop-in instructional service. Another goal is to implement, promote and grow our online reference services, including e-mail reference and instant messaging.

**Percent of ACC budget dedicated to Information and Technology:** 20%

**Other funds** for this service include 1 state paid librarian, computer access via 10 T-1 lines provided by the state. [6 for Baxter Street, 1 in each outreach location]

**Federal Funds:** The library receives the benefit of the Universal Service Act to discount telephone and internet access.

Other sources of funding include grants for special programs and exhibits.

3. **The Access Team** is responsible for all circulation activities—checking in, checking out, shelving, holds management, and collections within the library. The Access Team is responsible for the security of the building and the off-duty police officers. 100% of this activity is funded with ACC funds and fines. During FY2010, circulation has consistently increased by 4% per month.

**Specific Goal for 2012:** Increase attendance and use of library by 5%. Review self-service options with goal of providing self-check and self-service holds pick-up. Examine staff deployment and study cost savings benefits of implementing a materials handling unit and self-check-out. Conduct an analysis of current job responsibilities and way staff might be more productive.

**Percent of ACC budget dedicated to Access Services:** 25%

**Other funds:** Georgia Public Library Services provides the 10 T-1 lines for the broadband network and administration of the PINES system valued at approximately \$250,000 per year. The headquarters library receives daily shipments of borrowed materials through the statewide courier network.

4. **The Materials Team** is responsible for ordering, receiving, processing and cataloging all materials coming into the library system. Database maintenance and materials management is essential for good public service. The cataloging and classification (i.e. organization) of materials is one of the distinguishing features of all libraries. An accurate database is one of the key tools in research for both students of formal education and others engaged in life long learning.

During FY2010, the library added over 13,000 items including music CDs, Spanish language materials, and African-American historical materials. The library out-sources most of the cataloging and processing of new materials using state funding. This has allowed the library to reallocate some staff to fill public service positions that have been frozen as vacancies occur. Thanks to the Friends, the library provides access to downloadable audio materials for ACC card-holders.

**Specific Goal:** Investigate collaborative cataloging with other library systems.

**Percent of ACC budget dedicated to Materials Team:** 8% (1.5 positions)

**Other funds:** 1.5 positions, SPLOST materials, gifts and some targeted Federal Funds, State Materials grant, System Services Grant, Friends of the Library.

5. **The Administrative Team** includes the business office, human resources, public relations specialist, purchasing agent, volunteer coordinator and janitorial services. Keeping the facility clean and comfortable for the public is essential and with only 1.6 employees charged with this responsibility, it is difficult to maintain cleanliness. As one of county's most used facilities, it is important that we maintain the building.

**Specific Goals for 2012** are to update all HR forms, review policies and keep our emergency procedures manual current. We will also be preparing for the upcoming construction project.

**Percent of ACC budget dedicated to Administrative purposes:** 12%

**Other funds:** The director is a state paid librarian; the system's business manager is paid with regional and local funds.

**Adult Programs Team** is responsible for grant writing, development of adult events such as *Live! At the Library*, brown bag lunch discussions, and other cultural events. This team is composed of staff members who participate on other work teams, and is headed by a state-paid librarian. During FY11, the Library is hosting national exhibits of Harry Potter, Jewish films and literature, MC Escher, a literary horse exhibit and a graphic novel exhibit.

**Specific Goal for 2012:** Partner with community groups to obtain exhibits and programming.

**Percent of ACC budget dedicated to this purpose:** ZERO

**Other funds:** State paid librarian, Friends of the Library, Grants and gifts.

**7. Talking Book Center for Northeast Georgia** provides materials for the blind and physically disabled. The service offers books, magazines, and newspapers on tape or flash memory cartridges. They also offer descriptive videos, large print books, magnification aids, and other special equipment for those who cannot read regular library materials.

**Goal for FY2012** is to add 3% more Clarke County users during FY12; however, the service's grant was reduced by \$17,000 in FY10 which limited outreach. On the State level, there are plans to change this service and we await some decisions.

**Percent of ACC budget:** ZERO; This program contributes \$10,000 towards the cost of utilities of the Athens building.

**Other funds:** This program is entirely State funded and benefits approximately 1500 ACC residents.

**8. Outreach Services** provides library services to many Athens-Clarke County patrons who might not otherwise be able to use the Library's facilities or online services. Areas of responsibility include checking out and delivering library materials to 125 patrons who are unable to visit the Library due to age or disability and maintaining deposit collections or Kidmobile themed materials in 12 locations, including low-income daycare centers, retirement homes and detention centers. The Extension Librarian, a state funded position, works to ensure library services in Resource Centers, the Winterville Community Branch and Pinewoods Library and Learning Center. Outreach Services also manages courier pick-up and delivery among these facilities.

**Specific Goal for FY12** is to add 20 more users.

**Percent of ACC budget dedicated to Outreach Services:** ZERO

**Other funds:** Outreach is funded through the System Services Grant from the State.

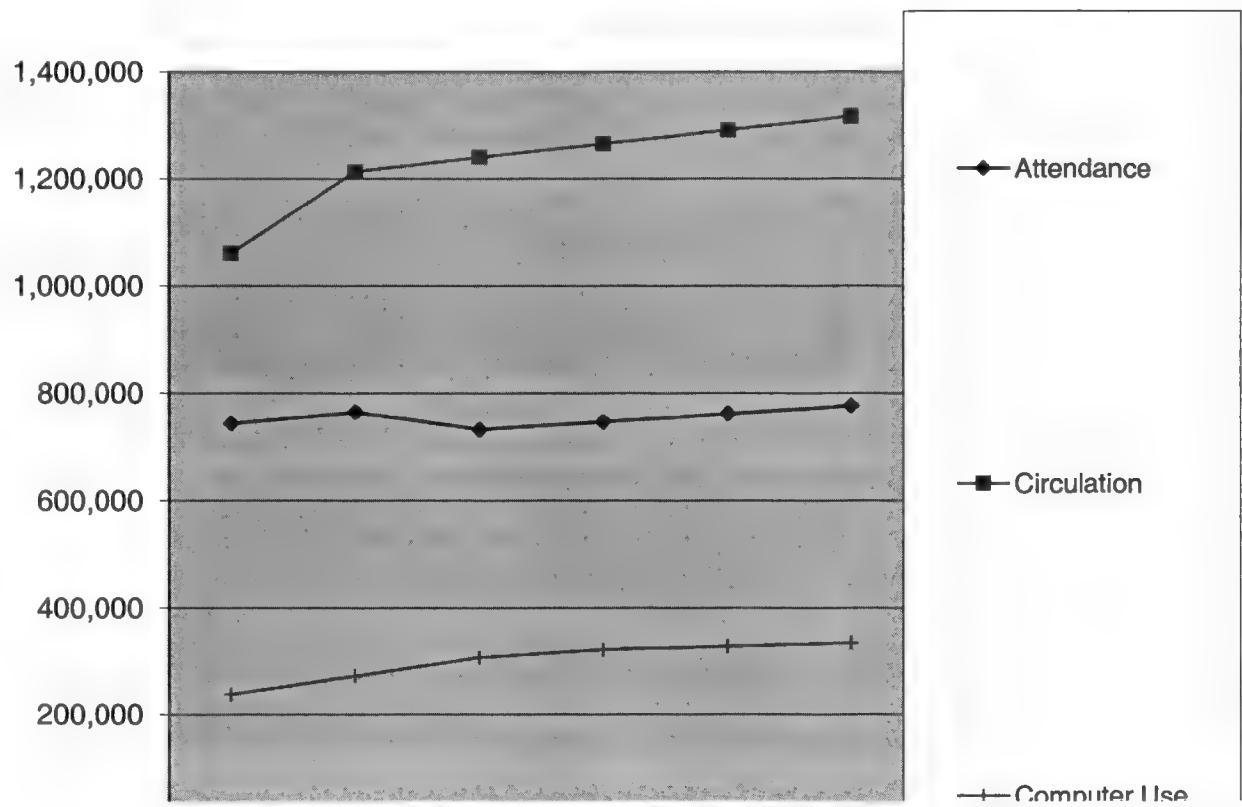
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#### PART IV: FY12 PERFORMANCE MEASURES

### Athens-Clarke County FY08-13 Performance Measures

	FY08	FY09	FY10	FY11	FY12	FY13
<b>Attendance</b>	742,739	764,258	731,667	746,300	761,226	776,451
<b>Circulation</b>	1,060,744	1,212,792	1,240,051	1,264,852	1,290,149	1,315,952
<b>Computer Use</b>	237,739	272,196	306,592	321,225	327,650	334,203

### FY08-13 Performance Measures



## REQUEST FORM 2

## INDEPENDENT AGENCY BUDGET REQUEST

AGENCY NAME: Athens-Clarke County LibraryPART I: ATHENS-CLARKE COUNTY FUNDING

	FY10 <u>ACTUAL</u>	FY11 <u>BUDGET</u>	FY12 AGENCY <u>REQUEST</u>	FY12 MAYOR <u>RECOMMEND</u>	FY12 COMMISSION <u>APPROVED</u>	FY13 AGENCY <u>REQUEST</u>	NOTES
PERSONAL SERVICES	\$1,562,154	\$1,584,524	\$1,584,524	\$0	\$0	\$1,584,524	1
OPERATING EXPENSES	\$114,065	\$91,695	\$91,695	\$0	\$0	\$91,695	2
INDIRECT EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0	
CAPITAL EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0	
DEBT SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL ACC FUNDING	\$1,676,219	\$1,676,219	\$1,676,219	\$0	\$0	\$1,676,219	
ACC FUNDING AS A % OF TOTAL AGENCY BUDGET	0%	0%	0%	0%	0%	0%	0%

PART II: TOTAL AGENCY EXPENDITURES

	FY10 <u>ACTUAL</u>	FY11 <u>BUDGET</u>	FY12 <u>PROJECTED</u>	FY13 <u>PROJECTED</u>	NOTES
PERSONAL SERVICES	\$2,493,912	\$2,470,680	\$2,461,723	\$2,461,723	3
OPERATING EXPENSES	\$1,264,395	\$1,301,338	\$1,343,260	\$1,343,260	
INDIRECT EXPENSES	\$0	\$0	\$0	\$0	
CAPITAL EXPENSES	\$0	\$0	\$0	\$0	
DEBT SERVICES	\$0	\$0	\$0	\$0	
TOTAL AGENCY FUNDING	\$3,758,307	\$3,772,018	\$3,804,983	\$3,804,983	

PART III: TOTAL AGENCY REVENUES

REVENUE SOURCES (PLEASE LIST)	FY10 <u>ACTUAL</u>	FY11 <u>BUDGET</u>	FY12 <u>PROJECTED</u>	FY13 <u>PROJECTED</u>	NOTES
ATHENS-CLARKE COUNTY	\$1,676,219	\$1,676,219	\$1,676,219	\$1,676,219	
SPLOST	\$62,912	\$130,000	\$130,000	\$750,000	
STATE GRANTS	\$977,775	\$919,500	\$919,500	\$919,500	
CITY OF WINTERVILLE	\$18,000	\$18,000	\$18,000	\$18,000	
CO GOVS/FINES AND FEES AND OTHI	\$1,018,424	\$1,028,299	\$1,028,311	\$1,028,311	
TOTAL REVENUE	\$3,753,330	\$3,772,018	\$3,772,030	\$4,392,030	
TOTAL AGENCY EXPENDITURES	\$3,758,307	\$3,772,018	\$3,772,030	\$4,392,030	
REVENUES LESS EXPENDITURES	(\$4,977)	\$0	\$0	\$0	
BEGINNING OF FY10 BALANCE	\$179,220				
ENDING OF FY10 BALANCE	\$174,243				

**REQUEST FORM 4**

**INDEPENDENT AGENCY BUDGET REQUEST**

**AGENCY NAME** Athens-Clarke County Library

**IMPACT(S) OF A 5% REDUCTION IN ACC FUNDING**

**Impacts of a 5% Reduction in ACC Funding**

A five percent reduction in the Library's budget, approximately \$86,000, would mean a reduction in service hours. This would likely mean closing the resource centers at East Athens, Lay Park and the Pinewoods Mobile Home Park Library, and concentrating services at the headquarters Library on Baxter Street. East Athens and Lay Park serve the immediate area around the centers and are used primarily by children after school and during the summer. We have been fortunate to have several dedicated volunteers who work with children to build their reading skills and to help with homework. Most of these children would not be able to visit the headquarters library if the centers were to close.

The Pinewoods Library serves the 220 trailers in the mobile home park and a larger number of Hispanics in our area. With fluent Spanish-speaking staff and programs targeted to this audience, the Library has become a cultural hub for the community. The facility, a double-wide classroom building, is bursting at the seams with people at all computers, ESL and GED classes, and reading programs as well as a full cadre of volunteers, this is an essential service.

The alternative to closing these locations is to eliminate one day from the Baxter Street Library's schedule. With over 1800 people a day visiting the library, the programs and services would be greatly missed. There are few possibilities in Athens for free, public use of computers and assistance from very well-trained staff. Citizens of Athens look to the Library for information and resources that are simply not available elsewhere.

**Athens-Clarke County Proposed Budget FY2012**  
 DRAFT 12/13/10 MFS

	<b>FY2011</b>	<b>FY2012</b>
	<b><u>Amount</u></b>	<b><u>Proposed Amount</u></b>
<b>Revenue:</b>		
Athens-Clarke County Commission	1,676,219.00	1,676,219.00
City of Winterville	18,000.00	18,000.00
ACCL Fines	70,000.00	70,000.00
ACCL Copy Money	15,000.00	15,000.00
ACCL Meeting Room	1,950.00	1,950.00
Transfer from	66,025.00	66,025.00
Winterville Fines	1,000.00	1,000.00
Winterville Copy	125.00	125.00
Interest	6,000.00	6,000.00
<b>State and Federal Grants:</b>		
Personnel	651,967.69	651,967.69
Materials	33,343.79	33,343.79
System Services Grant	111,957.31	111,957.31
Talking Book Center	122,229.82	122,229.82
<b>SPLOST:</b>	<b>130,000.00</b>	<b>130,000.00</b>
<b>Totals</b>	<b>2,903,817.61</b>	<b>2,903,817.61</b>

	<b>FY2011</b>	<b>FY2012</b>
	<b><u>Amount</u></b>	<b><u>Proposed Amount</u></b>
<b>Expenditures:</b>		
Outreach	44,000.00	44,000.00
Wages/Benefits	1,584,524.00	1,584,524.00
Workers Compensation	6,500.00	6,500.00
Equipment Repair and Maint.	8,000.00	8,000.00
Telephone	14,000.00	14,000.00
Postage	6,825.00	6,825.00
Travel	2,500.00	2,500.00
Advertising	7,000.00	7,000.00
Insurance	5,000.00	5,000.00
Supplies	29,171.00	29,171.00
Materials	15,000.00	15,000.00
Printing and Publicity	3,700.00	3,700.00
Equipment Purchase**	3,899.00	3,899.00
Dues/Registration	1,500.00	1,500.00
Cleaning Service	11,000.00	11,000.00
Electricity	90,000.00	90,000.00
Storm Water Drainage	2,200.00	2,200.00
Gas Heat	12,000.00	12,000.00
Water, Sewer, Garbage	7,500.00	7,500.00
<b>State and Federal Grants:</b>		
Personnel	651,967.69	651,967.69
Materials	33,343.79	33,343.79
System Services Grant	111,957.31	111,957.31
Talking Book Center	122,229.82	122,229.82
<b>SPLOST:</b>	<b>130,000.00</b>	<b>130,000.00</b>
	<b>2,903,817.61</b>	<b>2,903,817.61</b>

## SCHEDULE OF ALTERNATES

### A. ALTERNATE NO. 1

Base Bid: Existing library entrance driveway remains as it is currently located with no modifications.

Add Alternate: Relocate existing driveway entrance curb cut, handicapped ramp and parking lot islands as indicated on Sheet SP.

### B. ALTERNATE NO. 2

Base Bid: Install structural steel support framing and ceiling soffits for (3) three operable wall partitions located in the Large Auditorium 106 and Children's Program Room 140 as shown on Sheet A101.

Add Alternate: Provide and install (3) three operable wall partitions as indicated on Sheet A101 and as specified in Division 102226 of the project manual.

### C. ALTERNATE NO. 3

Base Bid: Existing second floor vaulted ceiling between column lines D & F and column lines 5 & shall remain.

Add Alternate: Remove existing recessed light fixtures in the existing vaulted ceiling and installed new light fixtures as indicated on Sheet E202. Rework wiring for new light fixtures as indicated on the electrical drawings. Install new acoustical fabric panel ceiling that will follow same dimensions and contour of the existing vaulted ceiling radius. Extend piping for sprinkler head and reinstall existing sprinkler heads as required to maintain sprinkler coverage.

### D. ALTERNATE NO. 4A

Base Bid: No electrical floor receptacles are provided for future stack lighting on the second floor between column lines D&G and between column lines 1&4.

Add Alternate: Provide floor mounted electrical receptacles at each shelving location to power future stack lighting for each aisle for the area of library shelving that occurs on the second floor between column lines D&G and between column lines 1&4.

### E. ALTERNATE NO. 4B

Base Bid: No light fixtures are being provided for lighting of library shelving between column lines D&G and between column lines 1&4.

Add Alternate: Provide light fixtures for the lighting of the library shelving between column lines D&G and 1&4 as indicated on the lighting schedule on Sheet E600.

### F. ALTERNATE NO. 5

Base Bid: Existing HVAC Building Controls remain for the existing building.

Add Alternate: Provide costs for converting the existing hybrid pneumatic/DDC automatic temperature control system to a fully electronic DDC automatic temperature control system. This can be accomplished by expanding the existing system (if practical) or replacing the existing system with a new system.

#### G. ALTERNATE NO.6

**Base Bid:** The existing parking lot is to remain unsealed and only where parking lot islands have been relocated, removed or have been added are to be repaved. Restripe parking lot areas only as indicated on the site plan drawing.

**Add Alternate:** Reseal and re-strip the entire parking lot after the relocation and or removal or addition of parking lot islands.

#### H. ALTERNATE NO.7

**Base Bid:** Provide linoleum in locations as indicated on the Finish Schedule on Sheet A704.

**Deduct Alternate:** Delete linoleum flooring in the following locations:

119,123,131,136,138,142,149,161,163,165,174,177,178,183,185,233 and replace with vinyl composition floor tile. Color selections will be made during construction for these areas if this alternate is accepted.

#### I. ALTERNATE NO. 8

**Base Bid:** Remove existing wall and doors of the Study Rooms 205, 206, 207, 208, and 209 and replace with new wall construction, storefront walls, wood doors, refinish the end of the wall mounted countertop laminate and provide new support posts.

**Deduct Alternate:** Retain existing walls and doors as existing and paint walls.

#### J. ALTERNATE NO. 9

**Base Bid:** Provide main drop off canopy as indicated on all Architectural and Structural Sheets.

**Deduct Alternate:** Shorten last section of canopy running east from column line G.7 to column line H.3. End of canopy condition at column line G.7 shall be same dimension as canopy at column line on the west end of the canopy.

#### K. ALTERNATE NO.10

**Base Bid:** Project shall be bid with the Owner occupying the building for the duration of all construction operations. Contractor shall utilize the phasing drawings for the phasing and relocation of staff to be included in the base bid.

**Deduct Alternate:** Owner will vacate the building during all construction operations and the Contractor will have full use of the existing building and the site. The south parking lot shall still only be used by the Contractor for parking of the Contractor's on site staff. No parking of trailers or equipment will be allowed in this parking lot.

#### G. ALTERNATE NO.6

**Base Bid:** The existing parking lot is to remain unsealed and only where parking lot islands have been relocated, removed or have been added are to be repaved. Restripe parking lot areas only as indicated on the site plan drawing.

**Add Alternate:** Reseal and re-strip the entire parking lot after the relocation and or removal or addition of parking lot islands.

#### H. ALTERNATE NO.7

**Base Bid:** Provide linoleum in locations as indicated on the Finish Schedule on Sheet A704.

**Deduct Alternate:** Delete linoleum flooring in the following locations:

119, 123, 131, 136, 138, 142, 149, 161, 163, 165, 174, 177, 178, 183, 185, 233 and replace with vinyl composition floor tile. Color selections will be made during construction for these areas if this alternate is accepted.

#### I. ALTERNATE NO. 8

**Base Bid:** Remove existing wall and doors of the Study Rooms 205, 206, 207, 208, and 209 and replace with new wall construction, storefront walls, wood doors, refinish the end of the wall mounted countertop laminate and provide new support posts.

**Deduct Alternate:** Retain existing walls and doors as existing and paint walls.

#### J. ALTERNATE NO. 9

**Base Bid:** Provide main drop off canopy as indicated on all Architectural and Structural Sheets.

**Deduct Alternate:** Shorten last section of canopy running east from column line G.7 to column line H.3. End of canopy condition at column line G.7 shall be same dimension as canopy at column line on the west end of the canopy.

#### K. ALTERNATE NO.10

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## SCHEDULE OF ALTERNATES

### A. ALTERNATE NO. 1

Base Bid: Existing library entrance driveway remains as it is currently located with no modifications.

Add Alternate: Relocate existing driveway entrance curb cut, handicapped ramp and parking lot islands as indicated on Sheet SP.

### B. ALTERNATE NO. 2

Base Bid: Install structural steel support framing and ceiling soffits for (3) three operable wall partitions located in the Large Auditorium 106 and Children's Program Room 140 as shown on Sheet A101.

Add Alternate: Provide and install (3) three operable wall partitions as indicated on Sheet A101 and as specified in Division 102226 of the project manual.

### C. ALTERNATE NO. 3

Base Bid: Existing second floor vaulted ceiling between column lines D & F and column lines 5 & shall remain.

Add Alternate: Remove existing recessed light fixtures in the existing vaulted ceiling and installed new light fixtures as indicated on Sheet E202. Rework wiring for new light fixtures as indicated on the electrical drawings. Install new acoustical fabric panel ceiling that will follow same dimensions and contour of the existing vaulted ceiling radius. Extend piping for sprinkler head and reinstall existing sprinkler heads as required to maintain sprinkler coverage.

### D. ALTERNATE NO. 4A

Base Bid: No electrical floor receptacles are provided for future stack lighting on the second floor between column lines D&G and between column lines 1&4.

Add Alternate: Provide floor mounted electrical receptacles at each shelving location to power future stack lighting for each aisle for the area of library shelving that occurs on the second floor between column lines D&G and between column lines 1&4.

### E. ALTERNATE NO. 4B

Base Bid: No light fixtures are being provided for lighting of library shelving between column lines D&G and between column lines 1&4.

Add Alternate: Provide light fixtures for the lighting of the library shelving between column lines D&G and 1&4 as indicated on the lighting schedule on Sheet E600.

### F. ALTERNATE NO. 5

Base Bid: Existing HVAC Building Controls remain for the existing building.

Add Alternate: Provide costs for converting the existing hybrid pneumatic/DDC automatic temperature control system to a fully electronic DDC automatic temperature control system. This can be accomplished by expanding the existing system (if practical) or replacing the existing system with a new system.

# Patron Responsibilities and Conduct

Welcome to your public library! The Athens-Clarke County Library exists for all who wish to read and study in peaceful, attractive surroundings. To ensure this environment and to protect the library's resources, the library board has established rules defining appropriate behavior for those who use the library. Examples of improper behavior are included below.

**Children under the age of 10 must be accompanied by a responsible adult at all times while in the library.**

## Respect the rights of other library users:

- Harassment of other patrons or library staff is prohibited. This includes, but is not limited to, physical or verbal abuse, including obscene language or gestures; annoying persistently to create an unpleasant or hostile situation; interference with another patron's use of the library or with library staff's performance of duties.
- Patrons will be asked to leave the library if their bodily hygiene is offensive as to constitute a nuisance to other patrons.

## Limit noise:

- The library prohibits any loud, unreasonable, and/or disturbing noises created by persons, electronic devices, or cell phones.
- All conversations should be no louder than the general noise level of the area.
- Staff will request that patrons engaging in lengthy/noisy cell phone or other conversations move to the lobby or designated area.

## Refrain from disruptive conduct:

- Engaging in disruptive or abusive behavior (which includes, but is not limited to, loitering, fighting, hitting, shoving, running, throwing objects, skating, selling or soliciting) that interferes with the normal operation of the library or that disturbs library patrons or staff, is prohibited.
- Engaging in any action that would be a misdemeanor or felony under local, state or federal criminal laws is prohibited.

## Respect library property:

- Knowingly destroying, damaging, defacing or removing any library property (including computer equipment and networks) or personal property of library patrons or staff is prohibited.
- Patrons are prohibited from entering unauthorized areas of the building or remaining in the building after closing hours.
- All library materials must be properly checked out. Personal items are subject to inspection to ensure compliance.
- Food and covered drinks are allowed in designated areas only; alcoholic beverages are prohibited on library campuses.
- Shirt and shoes are required.
- Personal items should not be left unattended. Library staff are not responsible for monitoring personal items.
- Service animals are permitted. All other animals are prohibited.
- Inappropriate use of public restrooms is prohibited.
- **The library campus, including parking areas and grounds, is tobacco-free.**

Persons violating these rules, or any other library policy, will be first warned by library staff or a security officer at the time of the offense. If the conduct continues, the offender will be instructed to leave the library for the day. Library staff or security officers may expel the offender without a warning in situations of serious, threatening or malicious behavior. Offenders who refuse to leave the library premises will be subject to arrest and prosecution for criminal trespass pursuant to Official Code of Georgia 16-7-21.



Sunday, January 9

3:00 p.m.

**Live! at the Library with Athens Women's Singing Circle** - Ring in the New Year with a live performance by Athens Women's Singing Circle! The Circle is a group of dedicated amateurs who meet weekly to practice a variety of music: rounds, folk, religious and children's songs. These women are very inclusive; any music lovers are always welcome to join the Circle! Sponsored by the Friends of the Athens-Clarke County Library. In Auditorium.

Tuesday, January 11

5:00 p.m.

**African-American Authors Book Club** - This month's title is "Red Hats: a novel" by Damon Wayans. Newcomers always welcome. In Small Conference Room.

Thursday, January 13

7:00 - 8:30 p.m.

**Computer Class: Introduction to Word** - In the Educational Technology Center. Call (706) 613-3650, ext. 354, to register.

Thursday, January 13

7:00 - 8:30 p.m.

**iFilms: "What Are Dreams?"** - What are dreams, and why do we have them? NOVA joins the leading dream researchers as they embark on a variety of neurological and psychological experiments to investigate the world of sleep and dreams. Delving deep into the thoughts and brains of a variety of dreamers, scientists are asking important questions about the purpose of this mysterious world to which we escape at night. Do dreams help us get a good night's sleep? Do they improve our memory? Do they allow us to be more creative? Can they solve our problems or even help us survive the hazards of our everyday lives? From those who violently act out their dreams to those who can't stop their nightmares, from sleepwalking cats to people who can't dream, NOVA covers the experiments that contain vital clues to the age-old question: what are dreams? 56 mins. In Auditorium.

Sunday, January 16

3:00 p.m.

**Enduring Legacy: Clarke County's Ex-Slave Legislators** - In honor of MLK Day, Dr. Al Hester will visit the Auditorium to talk about his latest book on local history. This book centers on the first two ex-slave legislators elected from Clarke County Georgia: Madison Davis and Alfred Richardson. Now retired from UGA's Journalism Department, Dr. Hester has long taken an interest in local history, particularly in the aspects of our African American history. Copies of Dr. Hester's book will be for sale by the author. Program followed by light refreshments in the Small Conference Room and a book signing in the lobby. Co-sponsored by the Athens Historical Society and the Athens-Clarke County Library Heritage Room.

Wednesday, January 19

10:30 a.m.

**Talking About Books, Adult Book Discussion Group** - This month's title is "Oliver Kitteridge" by Elizabeth Strout. In Small Conference Room. Newcomers always welcome. Call (706) 613-3650 ext. 324.

Thursday, January 20

10 a.m. - 1 p.m.

**Genealogy on the Internet** - In the Educational Technology Center classroom. This will be a brief introduction to the types of Internet resources you can use for researching your family. Databases in GALILEO will be introduced. Participants will receive handouts so they can use the tools on their own. This is NOT a beginning genealogy class. Participants must know how to use a mouse and conduct an Internet search using a search engine. Registration is free, but is required. Stop by the Heritage Room or call (706) 613-3650 ext. 350. Class is limited to nine people. If you are registered and cannot attend, please call, and we will try to let someone else take your place.

Thursday, January 20

7:00 - 8:30 p.m.

**Computer Class: Introduction to PowerPoint** - Call (706) 613-3650, ext. 354, to register. In Educational Technology Center.

Thursday, January 20

7:00 - 8:30 p.m.

**iFilms: "Bass Ackwards"** - After being spurned by his lover and kicked off his friend's couch, humble Linas Phillips finds a forgotten van on a llama farm outside Seattle. Phillips begins lurching east with nothing to lose. Slowly, the road eases him out of his relentless longing and into the moment. Phillips meets several enigmatic characters along the way who take on subtly transcendent qualities, and his shame and discomfort at being alone gradually give way to self-acceptance. His old, off-kilter vehicle, which amazingly endures the journey, becomes a colorful metaphor for the tenacity and hopefulness of the human condition. This utterly original, lyrical and visually exciting adventure has such a light touch that it quietly sneaks up and tugs you into an overpowering appreciation of being human. 103 minutes. In Auditorium.

Tuesday, January 25

12:15 - 1:00 p.m.

**Brown Bag Lunch: Mason Bees for Fun and Pollination** - Local naturalist and photographer Chuck Murphy will explain how your garden can benefit from providing housing for these cute and harmless little bees. They have a fascinating life cycle, and because they are great pollinators, they can improve the production of your fruit, flower and vegetable gardens. Feel free to bring a lunch to this 45-minute program. In the Small Conference Room.

Wednesday, January 26

12:15 - 1:00 p.m.

**Tech Tips: Digital Library of Georgia** - The Digital Library of Georgia (DLG) provides access to more than 200 collections and one million digital objects. It can be daunting in scope, so this presentation will show you how to search and navigate the DLG. Along the way, Andy Carter, the Digital Projects Archivist of the DLG will highlight materials of interest to the general public, genealogists and researchers. This presentation will also include a "stop" at the Civil Rights Digital Library, and a sneak peak at our newest Georgia Historic Newspaper collection: The Athens Historic Newspapers Archive.

Thursday, January 27

7:00 - 8:00 p.m.

**Money Matters: "Getting Credit: What You Need to Know"** - Don't miss this presentation by Money Matters Coordinator, Alison Spiers. She will share tips on shopping for credit cards and keeping your credit record clean. This class will also give an overview of what you need to know about the new credit card laws.

Thursday, January 27

7:00 - 8:30 p.m.

**iFilms: "The Betrayal"** - During the Vietnam War, the United States government waged its own secret war in Laos, the neighboring country to Vietnam. When the US withdrew, thousands of Laotians who had fought alongside American forces were left behind to face imprisonment or execution. One family, the Phrasavaths, made the courageous decision to leave Laos and escape to the US. Hoping to find safety, they instead discovered a different kind of war. "The Betrayal" is epic in scope, yet devastatingly intimate and features an exquisite score by Academy Award-winning composer Howard Shore. "The Betrayal" is a testament to the resilient bonds of family and an astonishing tale of survival. 92 minutes. In Auditorium.

Monday, January 31

7:00 p.m.

**Last Monday Book Group, Adult Book Discussion Group** - This month's title is "Death in the Andes" by Mario Vargas Llosa, the 2010 winner of the Nobel Prize in Literature. In Small Conference Room. Newcomers always welcome.

## EXHIBITS

**Top of the Stairs Gallery:** the art of the University of Georgia drawing students of Kate Windley

# Events at the Athens-Clarke County Library



# JANUARY 2011



2025 Baxter Street • Athens, Georgia 30606 • (706) 613-3650 • [www.clarke.public.lib.ga.us](http://www.clarke.public.lib.ga.us)

The Library will be CLOSED Saturday, Jan. 1 for New Year's Day and Monday, Jan. 17 for Martin Luther King, Jr. Day.

## EVENTS FOR CHILDREN

Throughout January

Children ages 18 months to 5 years, join us for an interactive Toddler Storytime program Tuesdays and Wednesdays at 9:30 and 10:30 a.m. Infant Storytime is Mondays, Jan. 10 and 24, at 10:30 a.m. Bedtime Stories is Mondays at 7:00 p.m. Bedtime Stories is on vacation Jan. 17.

Thursday, January 6 4:30 - 5:00 p.m.

**Big Kids Only! Storytime** - Children in 1st- 4th grades and their families are invited to join us for stories. This program promotes literacy through the art of listening and helps to lengthen attention spans. In Storyroom.

Friday, January 7 4:00 p.m.

**Spanish Storytime** - Join volunteers for a bilingual storytime program. Open to children of all ages and their families. In Storyroom.

Tuesday, January 11 3:00 p.m.

**Family Afternoon at the (Described) Movies** - Come see the Pixar classic "Toy Story" on the big screen! This film features a non-intrusive audio narration track, making it accessible to low-vision viewers, but all are welcome. Presented by the Talking Book Center. In Auditorium.

Thursday, January 13 10:30 - 11:30 a.m.

**Open Playtime** - For children ages 1 to 3 and their caregivers. Call (706) 613-3650, ext. 314.

Thursday, January 13 3:30 - 4:30 p.m.

**Read to Rover** - Meet Star and Comet, our certified therapy dogs! Beginning readers can practice by reading aloud to a dog. All dogs are insured and in the company of their trainers. First come, first served. In Storyroom.

Get ready for StoryTubes Contest!

Submit your videos online from January 19 - February 28. Join kids from across the country by making a short video about your favorite book. Winners can receive \$250.00 worth of books plus \$250.00 worth of books for the library! Use the online form to enter the contest, watch past winners, and check out the official rules at <http://storytubes.info/drupal/>.

Thursday, January 20 10:30 a.m.

**Baby Music Jam** - Come join us for a sing-a-long and lots of fun. Children ages 1-3 and their caregivers get to sing, dance and play instruments together.

Thursday, January 27 4:30 p.m.

**StoryTube Tips** - Want to find out more about how to create, edit, and submit your own video for the contest? Join us in the Auditorium for some helpful tips.

Friday, January 28 5:00 p.m.

**Japanese Storytime** - Join UGA's Japan Outreach Coordinator for Asian Studies and the Japan Club as we discover Japanese culture through literacy-based activities. Open to children of all ages and their families. In Storyroom.

## EVENTS FOR YOUNG ADULTS

FOR TEENS AGED 11 TO 18

Wednesday, January 5 4:00 - 5:00 p.m.

**Wildcard Wednesday: Drawing Basics - Visual Storytelling** - We challenge teens to tell a story without the use of words. This is your introduction to the Visual Storytelling Gallery Event that will be showcased throughout February and March. Free and open to teens 11-18.

Saturday, January 8 2:00 - 5:00 p.m.

**Yarn Gathering** - Stitch, knit, crochet, sew, embroider, quilt, braid, and whatever else falls into the category of needlework. Bring your crafts and projects over to the Library! Snacks will be available. Open to teens 11-18 and their guardians.

Wednesday, January 12 4:00 - 5:00 p.m.

**Wildcard Wednesday: Mug Cozies** - It's getting cold outside. When it's cold outside, it's time for warm drinks! Tea, coffee, hot chocolate, you name it. But what's going to keep that mug of yours warm? Why a mug cozy, of course! Free and open to the first 15 teens, 11-18.

Saturday, January 15 6:00 p.m.

**Visual Storytelling Artwork is Due!** - Challenge yourself! Take your favorite passage from your favorite book and create a visualization of it to share with everyone else. Open to teens 11-18 and adults! Artwork applications are at the YA desk. For questions, please call the YA department 706-613-3650 ext. 329.

Wednesday, January 19 4:00 - 5:00 p.m.

**Wildcard Wednesday: GAME DAY!** - Game days rule! It's a free-for-all, but much less dangerous and much more fun. Come join us on game day and bring whatever it is you want to play! Open to teens 11-18.

Friday, January 21 7:00 - 9:00 p.m.

**Afterhours@the Library** - Teen coffee house and open mic! Come sing, dance, play an instrument, read some poetry, or juggle to an audience of your peers. Coffee and refreshments provided. Free and open to teens ages 11-18.

## EVENTS FOR ADULTS

Thursday, January 6 7:00 - 8:30 p.m.

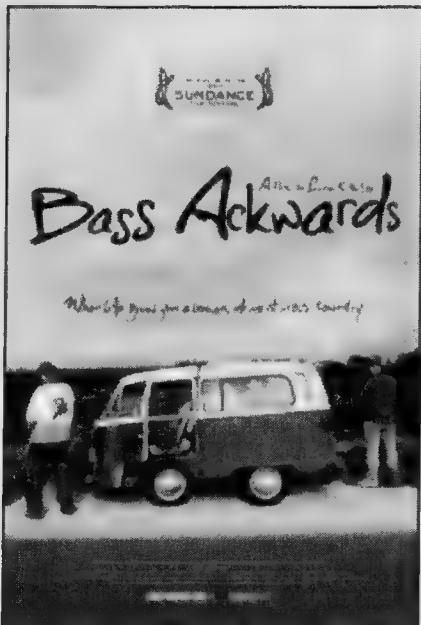
**Computer Class: Mouse and Keyboard Skills** - Call (706) 613-3650, ext. 354, to register. In Educational Technology Center.

Thursday, January 6 7:00 - 8:30 p.m.

**iFilms: "For Once in My Life"** - "For Once In My Life" is the story of an inspiring group of people and their dream to make music. This film follows the members of the Spirit of Goodwill Band while they prepare for the concert of a lifetime. As they navigate daily life, these twenty-eight musicians and singers, all with a range of mental and physical disabilities, display talent, humor and tenacity. "For Once In My Life" shatters our preconceived notions of what it means to be disabled and instead reveals the greatness within all of us. 64 minutes. In Auditorium. Part of ITVS Community Cinema Series.

All events are free and open to the public unless otherwise noted. This schedule is tentative and subject to change. Please call the Library for more information.





## Thursday, January 20 at 7:00 p.m. - "Bass Ackwards"

a film by Linas Phillips, 103 minutes, Drama, 2009

After being spurned by his lover and kicked off his friend's couch, the humble Linas Phillips finds a forgotten van on a llama farm outside Seattle and begins lurching east with nothing to lose. As he travels, the road slowly eases him out of his relentless longing and into the moment. In his journey, Phillips meets numerous enigmatic characters, and his shame and discomfort at being alone gradually give way to self-acceptance and connection. His dented, off-kilter vehicle, which amazingly endures the journey, becomes a colorful metaphor for the tenacity and hopefulness of the human condition. This utterly original, lyrical and visually exciting adventure has such a light touch that it quietly sneaks up and tugs you into an overpowering appreciation of being human.

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## Thursday, January 27 at 7:00 p.m. - "The Betrayal"

by Ellen Kuras & Thavisouk Phrasavath, 92 mins, Documentary, 2007

During the Vietnam War, the United States government waged its own secret war in the neighboring country of Laos. When the United States withdrew, thousands of Laotians who fought alongside American forces were left behind to face imprisonment or execution. One family, the Phrasavaths, made the courageous decision to escape to America. Hoping to find safety, they instead discovered a different kind of war. Epic in scope, yet devastatingly intimate, featuring an exquisite score by Academy Award-winning composer Howard Shore, "The Betrayal" is a testament to the resilient bonds of family and an astonishing tale of survival.



2025 Baxter Street  
[www.clarke.public.lib.ga.us](http://www.clarke.public.lib.ga.us)  
The iFilms series is intended for mature audiences,  
and parents may find the content unsuitable for children.

# iFilms

International and Independent Film Series  
In the Athens-Clarke County Library's Auditorium

~ Free and Open to the Public ~

Thursday, January 6 at 7:00 p.m. -

## "For Once in My Life"

a film by Jim Bigham & Mark Moorman, 64 minutes, Documentary, 2010

"For Once In My Life" is the story of an inspiring group of people and their dream to make music. This film follows the members of the Spirit of Goodwill Band while they prepare for the concert of a lifetime. As they navigate daily life, these twenty-eight musicians and singers, all with a wide range of severe mental and physical disabilities, display talent, humor and tenacity. "For Once In My Life" shatters preconceived notions of what it means to be disabled and reveals the greatness within all of us. *Part of ITVS Community Cinema Series.*



Thursday, January 13 at 7:00 p.m. -

## "What Are Dreams?"

a film by Charles Coville, 56 minutes, Documentary, 2009

NOVA joins leading dream researchers as they begin a series of neurological and psychological experiments to investigate the world of sleep and dreams. Delving deep into the thoughts and brains of a variety of dreamers, scientists are asking important questions about the purpose of this mysterious world to which we escape at night. Do dreams allow us to get a good night's sleep? Do they improve our memory? From those who violently act out their dreams to those who can't stop their nightmares, from sleepwalking cats to people who can't dream, NOVA covers the fascinating experiments that contain vital clues to the age-old question: what are dreams?

*In honor of Martin Luther King Jr. Day...*

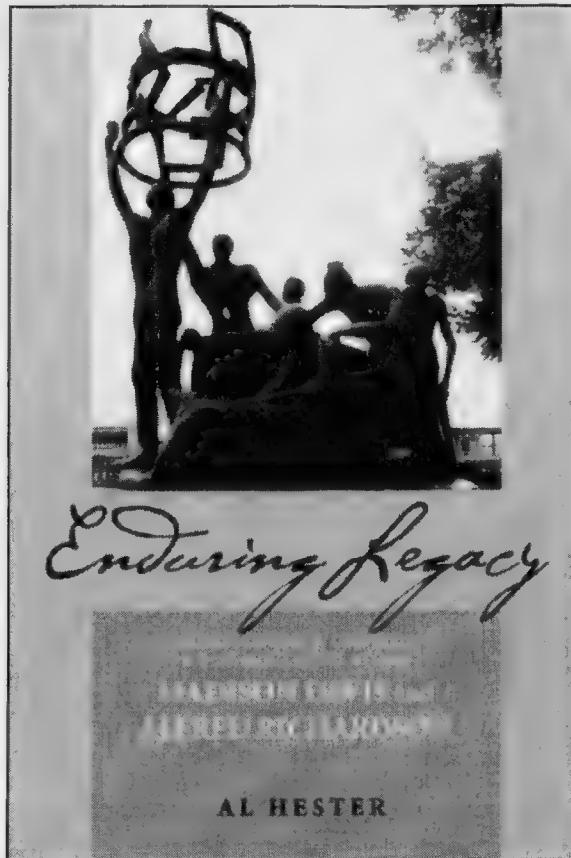
*Presentation and  
book signing by  
Dr. Al Hester*

*on*

*Sunday, January 16*

*3:00 p.m.*

*In Auditorium*



Now retired from UGA's Journalism Department, Dr. Hester has long taken an interest in local history, particularly aspects of African American history. His latest book centers on the first two ex-slave legislators elected from Clarke County Georgia: Madison Davis and Alfred Richardson, and their struggle for the right to vote and hold office in the Reconstruction Era South.

Copies of the book will be for sale by author. Presentation will be followed by a book signing in the lobby and light refreshments in the Small Conference Room. Co-sponsored by the Athens Historical Society and the Athens-Clarke County Library Heritage Room.



# STORYTUBES

## Contest

Submit your videos  
January 19-February 28

Join kids from across the country by making a short video about your favorite book. Winners can receive \$250 worth of books plus \$250 worth of books for the Library! Use the online form to enter the contest, watch past winners, and check out the official rules at <http://storytubes.info/drupal/>.

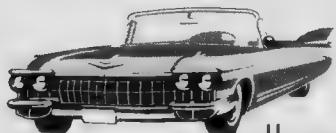


Want to find out more about how to create, edit and submit your own video for the contest? Join us for **StoryTube Tips** on Thursday, January 27 at 4:30 p.m. in the Auditorium for some helpful hints.

**All entries must be submitted by  
February 28, 2011**



# Are You a Boomer, Too?

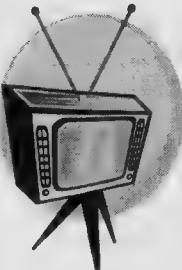


Were you born between 1946 and 1964? If so, then the Athens Regional Library System (ARLS) and the Lyndon House Arts Center (LHAC) invite you to participate in a new project, funded by a grant from the Institute of Museum and Library Services:

## The Boomers: Reflecting, Learning, Sharing

Our goal is to reach the more than 18,000 Baby Boomers living in the Athens area to provide lifelong learning opportunities created by Boomers, for Boomers. We want you to be a part of this exciting new program for the Athens community! If you're interested, email [athensareaboomers@gmail.com](mailto:athensareaboomers@gmail.com) or find us on Facebook.

### Here's what we have planned so far:



- ◆ Create an attractive, easy-to-use website specifically for "The Boomers: Reflecting, Learning, Sharing."
- ◆ Develop a series of "Community Snapshots" with local boomers sharing their knowledge and experiences. We plan to broadcast the Community Snapshots as webcasts on the new website.
- ◆ Offer an annual Boomer-themed special event that will be co-hosted by ARLS and LHAC.
- ◆ Develop an annual Boomer-related exhibition at LHAC.
- ◆ Develop a "Best Practices" model to be shared with museums and libraries across the country so they can engage Boomers in their own communities.



Athens Regional Library System  
Extension Services  
Regional Branches Multi-purpose, Study & Conference Rooms Policy

The public meeting rooms (multi-purpose rooms, study rooms and/or conference rooms) of the branch libraries within the Athens Regional Library System (ARLS), are designed to advance the ideas and purposes expressed in the libraries' mission statements. The facilities should serve as a community resource by providing access to library and other programs for educational, informational, cultural and civic functions of the communities throughout the Region. These meeting rooms are available on equal terms to all groups in the communities, regardless of the beliefs or affiliations of the groups' members.

### Priorities

1. Meetings and events sponsored by the libraries, which are allowed precedence over all outside groups or individuals.
2. Events cosponsored by the libraries.
3. Meetings of the agencies of local government which fund the libraries.
4. All other meetings on a first come, first served basis.
5. The library reserves the right to revise any schedule of meetings if necessary and to preempt established reservations upon reasonable notification of the group(s) involved.

### Equal Opportunity

- All meetings held in public library facilities must be free of charge and open to the public, staff and the press.
- No activities taking place in the meeting rooms can be closed to any person regardless of age, gender, race, religion, national origin, disabling condition or any other legally protected category.

### Guidelines for Use of Meeting Rooms

- All elements of the Athens Regional Library System Patron Responsibilities and Conduct policy apply to use of all library facilities, including all meeting rooms. No smoking or alcoholic beverages are allowed in library buildings.
- The contact person for each meeting is responsible for ensuring that each member of his or her group is aware of and abides by all library regulations.
- Government and quasi-government entities using the library are bound by the same policies and regulations that apply to other organizations.
- All groups or organizations using the meeting rooms are responsible for setting up chairs and tables for its members and putting them away when the meeting is finished.

### Restrictions/Limitations

- Meeting rooms may not be used for private gatherings, confidential meetings, parties or celebrations.
- Meeting rooms may not be used for commercial gatherings which advertise a product or service.

Athens Regional Library System  
Extension Services  
Regional Branches Multi-purpose, Study & Conference Rooms Policy

aware of any information pertaining or relating to the meetings scheduled and should have contact information for the party responsible for conducting the meeting.(We have a lot of calls from people wanting to know what they need to bring, how long it is supposed to last, and random questions depending on the meeting being held.)

- The library has a limited supply of various kinds of audio-visual equipment which may be used within the meeting rooms; patrons should check with individual branch libraries for local availability. These items must be scheduled when the room is reserved. Amplified sound volume must be controlled so it cannot be heard more than 10 feet from the entrance to the meeting room.
- The Library Board and staff do not assume any liability on or for property, groups or individuals attending a meeting in the library and assumes no responsibility for private property brought into the building.
- Future use of the meeting room may be restricted or denied for any violation of library policy.

**Endorsement**

Use of the meeting rooms by outside agencies does not constitute an endorsement by the library, library staff or Board of Trustees of the viewpoints expressed by the participants in programs or meetings. Advertisements for programs held in the library should carry notice of sponsorship. No advertisement or announcement implying endorsement by the library will be permitted. The group may post a flyer in the library about the upcoming event or program (following ARLS Exhibit and Displays Policy).

**Reservations and Scheduling**

- Reservations for use of a meeting room are made by completing a reservation form or, in some cases, by telephone, mail or electronic mail. Reservations for meeting rooms must be made with library staff during library hours in advance of the meeting. A meeting room form must be completed and signed prior to use of the room. The signee is responsible for compliance with conditions set forth on the form and in library policy.
- Meeting room reservations require a group representative (applicant) to complete an "Application for Use of Meeting Rooms" form at least annually.
- This form requires the name of the organization, the full name and address of the applicant/signee, the time and date requested, the number of persons expected to attend, and the phone number of the person responsible for the meeting. This form must be signed by the applicant before the meeting room will be made available.
- Reservations must be made by an adult (18 years of age or older). The person making application will be the contact person, unless specified otherwise, and is the only person authorized to make changes in the reservation.

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- Events sponsored by the Library may include vending or fund-raising, others may not.
- Admission fees, solicitations of memberships, payment of dues and registration of attendance are not permitted; no purchases may be required for attendance.
- Fees for participation in workshops, study groups, discussion series, conferences, and similar meetings may be collected only if it is to defray direct cost of the materials to be used in that program.
- Rulings of the local county Fire Marshall as to the capacity of people in the rooms and other matters of safety must be observed at all meetings.
- The meeting cannot disrupt the ability of the library to conduct its business in a normal or orderly manner because of noise or other factors which will not be permitted.
- Smoking and alcoholic beverages are not allowed in the meeting room and any area of the library.
- No group meeting at the library shall use the library as its official address.
- The library will not accept reservations for a series of meetings which will designate the library as a regular meeting place for any organization.
- No group may assign its reservation to another group.
- In the event of a Library building emergency or weather-related emergency, meetings may be canceled and any fees paid will be refunded. Library staff will attempt to inform the contact person of the closing.
- Any group wishing to meet upon a repeating basis must make separate arrangements prior to each meeting. The library will not accept multiple reservations at any time from any groups, excluding library-sponsored meetings and events. What about Republican & Democratic Parties, NAACP?? Republicans also want to pay the \$5 fee for 6mths or a year.
- Only light refreshments may be served, and may be restricted only to branches with adjacent kitchen facilities. All refreshments must remain in the meeting area. Refreshment supplies such as cups, containers, paper goods, tea and coffee and kitchen utensils, towels, etc. are not provided by the library. All garbage from refreshments should be carried away from the library for disposal. The kitchenette must be left clean and in order. Tables should be wiped down & clean when refreshments are served
- Any damage to the premises or library furnishings as a result of the meeting will be paid by the group. This may include repairs or cleaning costs.
- The library does not provide storage space for property or supplies of groups or organizations using the meeting room. No advance deliveries of equipment or supplies will be accepted by the library for groups using the meeting room. Anything left in the meeting room becomes library property and can be removed from premises as the library sees fit.
- Library staff will not take or deliver messages for meeting participants and the library's telephone will not be available for use by meeting participants. Participants of the meetings should be informed that library staff is not

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- Groups with participants younger than 18 years of age must have adult supervision. The adult who signs the reservation assumes responsibility for the groups' activities, transportation; safety and for the care of property and facilities. That responsible adult must arrive prior to the beginning of the event, must be present throughout the entire event and remain until the departure of off(all) under-age attendees.
- Most meetings should be held during library hours. Rooms will not be opened before the appointed time. Groups should schedule the reservation to include set-up and clean-up times. Groups using the meeting rooms are requested to end programs at least 30 minutes prior to the library's closing time.
- Meetings may be held before or after regularly scheduled library hours only when prior arrangement has been made and approval has been given for the hours requested. Procedures for borrowing keys for meeting rooms vary by branch library and must be followed as outlined by the Branch Manager in each location. If a key is lost, the person (who signed the reservation form) who checked out the key is responsible for the cost of having the lock changed and new keys made; fees will be charged for late return of a key.
- Meeting rooms are not available during library holidays.
- If a meeting is postponed or cancelled, the library must be notified.

### **Meeting Room Fees**

- Meeting room reservation, maintenance and/or use fees vary by County:
  - Franklin County
  - Madison County
  - Oglethorpe County
    - A \$5.00 non-refundable reservation/use fee will be charged to all groups or individuals reserving and using the Multi-purpose Room in the Oglethorpe County Library. Must be paid before or the day of the meeting room use
    - Oglethorpe County Library, the Library's sponsored groups and entities of the Library's government funding agencies are exempted from the reservation/use fee. (Who exactly does this include? Republican party has Billy Pittard who is the Commissioner)
    - Reservation/use fees will be submitted by the Library to the Athens Regional Library System to be added to the Oglethorpe County Library annual Operating Budget (Revenues).
    - Oconee County
- Damage to library property will be the responsibility of the group using the room. The person who signed the reservation and paid the reservation/use fee will be charged with resulting damage or cleaning fees.

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Damage to library property may also result in the applicant being denied further use of the facilities.

**Other Room Considerations**

- If provided, small study rooms are available upon request during library hours on a first come, first served basis.
- Study rooms may be reserved in advance at some facilities.
- There may be a time limit imposed on the use of the study rooms.
- The number of individuals who may be in a study room at one time may be limited by the size of the room.
- Any conversation or other noise in study rooms must be quiet enough so other patrons are not disturbed.
- Patron Responsibilities and Conduct Policy applies while using a study room.

**Review Process**

- The ARLS Director reserves the right to review any and all requests for use of library meeting rooms and may reject any which he/she deems unsuitable or inappropriate.
- Issues regarding meeting room policy and/or the content of programs or events in the meeting rooms should be addressed in writing to the Branch Manager of the library. A written response from the library should be expected within 10 days of receipt of a review request.
- An appeal may be filed in writing with the Director of the Athens Regional Library System within 10 days after notice of a decision is given to the patron requesting review.
- In the event of such an appeal, the local Library Board of Trustees will hold a hearing for the purpose of hearing evidence relevant to the appeal.
- Within 30 days after conclusion of the hearing, the Board of Trustees will make a written recommendation regarding the matter. The written recommendation is be the final decision concerning an appeal.

Can we include somewhere that participants of meetings held in the meeting room should be informed they are to park in the visitor parking only. Parking space is limited and library patrons must have available parking. (something to that effect)?

Heating assistance with the 9<sup>th</sup> District for helping seniors and low income families pay their heating bill has to have a w-9 filled out in order for us to receive a \$5 payment. Will I fill out 1 for each session or 1 for the 3 times they have scheduled for a total payment of \$15?

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Does the AP Exams that take place in May fall under the Board of Education thus eliminating the \$5 room fee for the 6 days they have scheduled? It is not for 1 class but a series of them which to me seems that it is a school wide program instead of a teacher thing.